

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/13/2012		2. CONTRACT NO. (If any) EP-BPA-12-H-0030		6. SHIP TO: a. NAME OF CONSIGNEE Indicated on call	
3. ORDER NO.		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS	
				c. CITY	e. ZIP CODE
7. TO: a. NAME OF CONTRACTOR SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 4300 FAIR LAKES COURT				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:  <input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220334232		
9. ACCOUNTING AND APPROPRIATION DATA Indicated on call				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Indicated on call	
				16. DISCOUNT TERMS Indicated on call	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS-23F-0038L DUNS Number: (b)(4) Blanket Purchase Agreement Terms: Five Year Maximum Ordering Ceiling for this BPA from schedule 871 (all SINs): \$12,038,483. BPA Effective date Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME Indicated on call						\$0.00
	b. STREET ADDRESS (or P.O. Box)						\$0.00
c. CITY				d. STATE	e. ZIP CODE		

22. UNITED STATES OF  
AMERICA BY (Signature)23. NAME (Typed)  
Margaret Kline  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
07/13/2012	EP-BPA-12-H-0030	

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>7/16/12-7/15/2017.</p> <p>Per the GSA Federal Supply Schedule Contract Number GS-23F-0038L and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor agrees to the following terms of a BPA EXCLUSIVELY WITH The United States Environmental Protection Agency (EPA):</p> <p>1. The contract services specified in Attachment 1: Statement of Work can be ordered under this BPA. Orders placed against this BPA shall be Time and Materials orders and are subject to the terms and conditions of the contract. Per the EPAAR clause 1552-232-73 "Payments-fixed-rate services contract" the 5% funds withholding on invoices will not be employed unless indicated on a task order.</p> <p>2. Delivery: Shall be specified on individual orders.</p> <p>3. This BPA does not obligate any funds.</p> <p>4. This BPA expires on July 15, 2017 or at the end of the contract period, whichever is earlier.</p> <p>5. The following office(s) is authorized to place orders under this BPA: Climate Change Division</p> <p>6. Orders will be placed against this BPA via electronic mail, FAX, paper or oral communications. Generally most orders will be placed using electronic mail (email).</p> <p>7. The terms and conditions included in this BPA apply to all purchases made under it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/13/2012	CONTRACT NO. EP-BPA-12-H-0030	ORDER NO.
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Invoicing Procedures:</p> <p>Invoices shall be submitted via e-mail to RTPReceiving@epa.gov</p> <p>The naming scheme for invoice submission will be provided to you after a task order is awarded.</p> <p>For status of invoice payments, call the Financial Office's Customer Service at (919) 541-0616.</p> <p>The FedEx/commercial courier address for invoices: US EPA, RTP-Finance (Mail Drop D143-02) 4930 Page Road Durham, NC 27703</p> <p>The following attachments are incorporated into this Blanket Purchase Agreement:</p> <p>Attachment 1: Statement of Work Attachment 2: Pricing Schedule Attachment 3: Ordering Procedures Attachment 4: Additional Provisions and Clauses</p> <p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 07/16/2012 to 07/16/2017</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 07/01/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SYSTEMS RESEARCH AND APPLICATIONS CORPORATION 4300 FAIR LAKES COURT FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-BFA-12-H-0030 10B. DATED (SEE ITEM 13) 07/13/2012	
CODE (b)(4)		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ 0 \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

GSA Contract #: GS-23F-0038L

DUNS Number: (b)(4)

The purpose of this modification is to reflect the name change of the Contractor:

From: Systems Research and Applications Corporation

To: SRA International Inc.

This modification is based upon the precedent set under Modification 43 to contract EP-W-09-021 effective August 23, 2012; and contract EP-W-07-071 modification 12, effective 12 June 2014, where the name change was accepted by the Government.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Margaret Kline	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 07/01/2014	16B. ELECTRONIC SIGNATURE Margaret S. Kline

NAME OF OFFEROR OR CONTRACTOR  
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	The Government's acceptance of the name change is based upon the fact that the Contractor's DUNS number, CAGE, TIN and accounting system remain unchanged. Period of Performance: 07/16/2012 to 07/16/2017				

**Attachment 1**  
**STATEMENT OF WORK**  
**AgSTAR**

**1.0. SCOPE**

**1.0.1. This scope of work is organized into the following sections:**

**Background**

This section briefly describes the program's background and the specific nature of the work required under these contracts.

**Areas of Work**

This section provides a description of the work areas covered under this SOW. These include:

1. Market, Policy, Legal, and Regulatory Assessment Support
2. Project Development and Implementation Support
3. Technical and Analytical Support
4. Technology Transfer Support
5. Outreach Support
6. Tracking Support
7. Methane Emission Inventories Support

**1.0.2. Statutory Authority and Reference Documents**

Clean Air Act Amendments of 1990, Section 603

Reports to Congress required by Clean Air Act:

- o *Anthropogenic Methane Emissions in the United States: Estimates for 1990*, EPA 430-R-93-003, April 1993
- o *Options for Reducing Methane Emissions Internationally, Volume I: Technological Options for Reducing Methane Emissions*, EPA 430-R-93-006, July 1993
- o *Opportunities to Reduce Anthropogenic Methane Emissions in the United States*, EPA 430-R-93-012, October 1993
- o *Options for Reducing Methane Emissions Internationally, Volume II: International Opportunities for Reducing Methane Emissions*, EPA 430-R-93-006B, October 1993
- o *US Climate Change Action Plan*, 1993

*Inventory of US Greenhouse Gas Emissions and Sinks (1990 – 2006)*. April 2008.

[http://www.epa.gov/climatechange/emissions/downloads/08\\_CR.pdf](http://www.epa.gov/climatechange/emissions/downloads/08_CR.pdf)

*2009 Draft US Greenhouse Inventory Report*.

<http://www.epa.gov/climatechange/emissions/usinventoryreport.html>

AgSTAR and Global Methane Initiative Agriculture Subcommittee Documents:

To obtain reference information and copies of AgSTAR and Global Methane Initiative reports and publications cited in this SOW, review the AgSTAR home page at [www.epa.gov/agstar](http://www.epa.gov/agstar) and the Global Methane Initiative Agriculture Sector webpage at [www.globalmethane.org/agriculture](http://www.globalmethane.org/agriculture)

Examples of relevant documents include:

- o Got Manure? Want energy? We can help!"
- o AgSTAR Handbook: A Manual for Developing Biogas Systems at Commercial Farms in the United States and FarmWare (software included in Handbook)
- o US Anaerobic Digester Status Report
- o Market Opportunities for Biogas Recovery Systems at US Livestock Facilities Report
- o Anaerobic Digestion Capital Costs for Dairy Farms
- o Industry Directory for On-Farm Biogas Recovery Systems
- o Federal Incentives for Developing Anaerobic Digester Systems
- o 2010 Update on Anaerobic Digester Systems
- o Anaerobic Digester Database
- o Protocol for Quantifying and Reporting the Performance of Anaerobic Digestion Systems for Livestock Manures
- o International Guidance for Quantifying and Reporting the Performance of Anaerobic Digestion Systems for Livestock Manures
- o Resource Assessment for Livestock and Agro-Industrial Wastes: various countries

## **1.1. BACKGROUND**

### **1.1.1. Greenhouse Gases, Climate Change and the Importance of Mitigation**

Changing the climate of the earth through the build-up of an array of radiatively active trace gases may have a number of adverse effects on the earth's environment, world economies, and world health. The Environmental Protection Agency's (EPA's) Climate Change Division (CCD) initiates programs to support commercialization of technologies and practices that will make systems more efficient, reduce emissions of these potent greenhouse gases, and thereby reduce the future risks of climate change.

Methane is a large contributor to potential global warming, second only to carbon dioxide. Methane is a potent greenhouse gas over 20 times more effective, per unit mass, at trapping heat in the atmosphere than carbon dioxide (CO<sub>2</sub>) over a one-hundred year period. Furthermore, methane's concentration in the atmosphere is changing at a rapid rate, more than doubling over the last two centuries and continuing to rise annually. These increases are largely due to increasing emissions from anthropogenic sources; more than 60 percent of total methane emissions are related to human activities.

### **1.1.2. Methane Mitigation and Recovery from Agriculture and Wastewater**

#### *Livestock Wastes*

Livestock waste management practices are estimated to contribute approximately five percent of global methane emissions from anthropogenic sources. US livestock manure management practices are estimated to emit about three million metric tons of methane and account for approximately ten percent of US methane emissions. Confined swine and dairy production facilities account for the majority of these emissions. Livestock and agro-industrial waste is also a source of pollution in surface and ground waters. Water pollution potential from these sources include: chemical and biological oxygen demand, nutrients, pathogens, and metals. These pollutants are found in various forms and concentration in the effluent and solids fractions of the waste stream. Water pollution events are of growing concern in areas where there are high concentrations of livestock production without adequate waste management planning or appropriate guidance on how pollution can be mitigated from these types of facilities. A large part of this problem occurs because livestock wastes are not land applied based on principles of nutrient management planning. Additionally, in many cases, wastes are allowed to be

discharged (directly or indirectly) to surface waters, which causes high nutrient and organic loadings in the affected watersheds.

Methane mitigation from livestock wastes is focused on biogas recovery systems. A biogas recovery system usually includes an anaerobic digester that captures and combusts biogas to produce electricity, heat, or hot water. Biogas recovery systems are effective at confined livestock facilities that handle manure as liquids and slurries, typically swine and dairy farms, as well as agro-industrial facilities that manage wastewaters with high organic content. Anaerobic digester technologies provide enhanced environmental and financial performance when compared to traditional waste management systems such as manure storages and lagoons. Anaerobic digesters are particularly effective in reducing methane emissions, but also provide other air and water pollution control opportunities due to the controlled retention of the effluent. Secondary and tertiary treatment methods, as well as nutrient management plans, are complements to the anaerobic digester that address air and water pollution concerns from the effluent.

Besides traditional anaerobic digestion of liquids/slurries with less than 15 percent total solids, "dry" digestion is also emerging as a treatment method for livestock wastes with total solids contents between 15 and 45 percent. Other emerging technologies include combustion, pyrolysis, and gasification. Combustion is the thermal conversion of organic matter with an oxidant (normally oxygen) to produce primarily carbon dioxide and water, when the oxidant is in stoichiometric excess. Pyrolysis is the thermal conversion (destruction) of organics in the absence of oxygen. In the biomass community, this commonly refers to lower temperature thermal processes producing liquids as the primary product, with a possibility of producing chemical and food byproducts. Gasification is the thermal conversion of organic materials at elevated temperature and reducing conditions to produce primarily permanent gases, with char, water, and condensibles as minor product. These technologies have the potential to increase the amount of methane that can be captured from traditional livestock waste management methods, but have not been widely commercialized in this subsector in the US.

#### *Enteric Fermentation*

Methane is also emitted from other agricultural sources. Methane is produced as part of the normal digestive process in animals. During digestion, microbes present in an animal's digestive system ferment food consumed by the animal. This microbial fermentation process is referred to as enteric fermentation and produces methane as a by-product, which can be exhaled or eructated by the animal. The amount of methane produced and excreted by an animal depends primarily on the animal's digestive system and the amount and type of feed it consumes. Because methane emissions represent an economic loss to the farmer, where feed is converted to methane rather than to product output, viable mitigation options can entail feed efficiency improvements to reduce methane emissions. Enteric methane emissions from livestock are estimated to be the second largest source of global agricultural non-CO<sub>2</sub>. In 2000, global enteric methane emissions accounted for 32 percent of global agricultural non-CO<sub>2</sub> emissions. In the United States, enteric methane accounts for 27 percent of agricultural non-CO<sub>2</sub> and less than 2 percent of all greenhouse gas emissions. Four major categories of mitigation options for enteric methane are (1) improvements to food conversion efficiency by increasing energy content and digestibility of feed, (2) increased animal productivity through the use of natural or synthetic compounds that enhance animal growth and/or lactation, (3) feed supplementation to combat nutrient deficiencies that prevent animals from optimally using the potential energy available in their feed, and (4) changes in herd management (e.g., use of intensive grazing). However, some of the mitigation options for enteric fermentation may actually increase net greenhouse gas emissions per animal but lead to an even larger increase in productivity, thereby decreasing emissions per unit of meat or milk produced.



### *Rice Cultivation*

Another major source of methane emissions from agriculture comes from rice cultivation. Most rice in Asia and the rest of the world is grown in flooded paddy fields. When fields are flooded, decomposition of organic material gradually depletes the oxygen present in the soil and floodwater, causing anaerobic conditions in the soil to develop. Anaerobic decomposition of soil organic matter by methanogenic bacteria generates methane. The methane is oxidized by aerobic methanogenic bacteria in the soil, leached away as dissolved methane in floodwater that percolates from the field, transported (unoxidized) from the soil to the atmosphere, and/or released from the soil via diffusion and bubbling through floodwaters. Therefore, the water management system under which the rice is grown is one of the most important factors affecting methane emissions. The amount of available carbon susceptible to decomposition is also critical. Some practices that reduce methane increase  $N_2O$  emissions since methane and  $N_2O$  are produced during different stages of soil redox potential fluctuations. Other practices that alter soil environmental conditions and therefore soil carbon- and nitrogen-driving processes include tillage, fertilization, manure amendments, changes in soil temperature and changes in crop yield and litter. Examples of methane mitigation options from rice cultivation include full midseason drainage, shallow flooding, off-season straw, ammonium sulfate additions, slow-release fertilizer application, and upland rice replacement of paddy rice management. Rice cultivation contributes to about 11 percent of global methane emissions.

### *Wastewater*

Worldwide, wastewater is the fifth largest source of anthropogenic methane emissions, contributing about nine percent of total global methane emissions in 2000. Global methane emissions from wastewater are expected to grow by approximately 20 percent between 2005 and 2020. Wastewater from domestic (sewage) and industrial sources is typically moved through a wastewater sewer system to a centralized wastewater management treatment center. Industries producing large volumes of wastewater with high levels of organic matter are likely to have significant methane emissions. They also tend to employ either shallow lagoons or settling ponds in their treatment of wastewater, which promotes anaerobic degradation. Besides the pulp and paper industries, typical industrial sub-sectors include palm oil, fruit processing, distillery, winery, sugar, slaughterhouse, and other similar high strength organic wastes.

At a wastewater treatment center, soluble organic material, suspended solids, pathogenic organisms, and chemical contaminants are removed from water using biological processes in which microorganisms consume the organic wastes. This results in the production of biomass sludge. The microorganisms can perform this biodegradation process in aerobic and anaerobic environments, of which the latter produces methane. Methane is produced by decay of organic material in wastewater as it decomposes in anaerobic environments. Methane emissions are determined by the amount of organic material produced and the extent to which this material is allowed to decompose under anaerobic conditions. Most developed countries use centralized aerobic wastewater treatment facilities with closed anaerobic sludge digester systems to process municipal and industrial wastewater. Employment of these practices increases methane generation but ultimately reduces baseline emissions. Wastewater production is directly related to a country's domestic population and industrial production of select industries. Population growth rates are traditionally higher in developing countries while more industrialized countries have recently tended to experience smaller increases in population over time. Along with population growth, wastewater trends have seen increasing amounts of organic material, which can result from various economic improvements.

Once municipal infrastructure is in place, there are two major approaches to reducing methane emissions from wastewater: (1) improved wastewater treatment practices that reduce the amount of organic waste anaerobically digested (through improved aeration and/or the



scaling back of the use of stagnant settling lagoons) and (2) anaerobic digestion with collection and flaring or cogeneration. The primary factor for determining methane emissions from the wastewater sector is the type of treatment system employed to manage the waste. Centralized, managed treatment facilities can control anaerobic environments and have a greater potential to capture and use methane. Because most centralized systems automatically either flare or capture and use methane for safety reasons, "add-on" abate options do not exist. As a result, potential emission reductions depend on large-scale structural changes in waste management practices. In contrast, smaller decentralized systems have less control over the share of aerobic versus anaerobic decomposition and have fewer feasible options for capturing methane.

### **1.1.2. US EPA Agricultural Methane Outreach Programs**

EPA works to reduce methane emissions from agricultural and wastewater sources domestically through the AgSTAR program and internationally through the Global Methane Initiative.

#### **AgSTAR**

AgSTAR is a voluntary outreach and partnership program designed to reduce livestock-generated methane emissions and achieve other air and water quality benefits by promoting commercially demonstrated technologies that treat and stabilize waste streams and combust off gases generated from anaerobic processes.

AgSTAR provides an array of information and tools designed to assist producers in the evaluation and implementation of biogas recovery systems, including:

- Conducting farm digester extension events and conferences
- Providing "How-To" project development tools and industry listings
- Conducting performance characterizations for digesters and conventional waste management systems
- Providing farm recognition for voluntary environmental initiatives
- Collaborating with federal and state renewable energy, agricultural, and environmental programs

AgSTAR has focused to date on traditional anaerobic digester technologies (covered lagoons, plug flow digesters and complete mix digesters) but may expand to promote other technologies that would decrease methane emissions as well. Additionally, the benefits and challenges of the different technologies compared to anaerobic digestion should always be considered.

#### **Global Methane Initiative**

The Global Methane Initiative (GMI) is a multi-lateral program designed to reduce methane emissions from agricultural, industrial, and domestic wastewaters, among other sectors. Methane reducing practices provide renewable energy, improve the environment, provide human health benefits, and enhance rural economic development. Development of environmentally sound practices in the agricultural sector will entail a number of activities, approaches, and strategies as these emissions are generated from an array of smaller decentralized facilities located in various climates and economies when compared to fewer but larger centralized sources such as landfills, coal mines, or natural gas systems. The primary global sources of methane emissions from agriculture are livestock enteric fermentation, livestock waste management, rice cultivation, and agricultural waste burning. Of these, livestock waste management offers the most viable, near-term opportunities for methane recovery and utilization, which is where most of the Initiative's agricultural activities are focused. GMI has been focused on livestock wastes and agro-industrial wastewaters since 2005. However, the areas of rice cultivation, enteric fermentation, and domestic wastewater have recently taken on greater significance. The Agriculture Sub-Committee oversees activities for the abatement and mitigation of methane

emissions from agricultural and agro-industrial sources. The newly established Wastewater Sub-Committee will take the lead on activities related to methane reductions from domestic wastewater; however some of this work continues in conjunction with agricultural sector activities since the mitigation technologies are often the same for wastewater regardless of source.

EPA's approach to international agricultural methane projects builds off of the experience, tools and resources developed in its domestic work, yet differs in a few important ways. Because technical, social and market barriers can be significant, and existing technical capacity may be little or non-existent, EPA's approach has focused on market assessment and capacity building, in addition to its technical services. There is a large focus on assessing the potential for methane emissions reductions from various agricultural and wastewater subsectors in each country, as well as the capacity for promoting biogas recovery projects. There is increased emphasis on technology demonstration, institutional strength, effective policies and transfer/replication strategies in the international work.

GMI activities are implemented in various countries with a wide range of project sites (farm, industry, or sewage plant types) and levels of economic development. Critical elements of this work are: (1) development of affordable, and in some cases, novel technologies, from indigenous resources (where possible) that result in broader replication of systems; (2) integration of technical and scientific components into national institutions and agencies responsible for agriculture, wastewater, energy, development, pollution control, and human health; and (3) expansion of critical materials, equipment and services into the global marketplace for methane mitigation and recovery technologies. The work provides a firm scientific and technical basis that characterizes process performance to identify waste management and pollution control strategies relative to costs. Moreover, it can provide core data on which project tools can be developed and national technical standards and policies can be based. A key to this work is being able to establish effective national and local public and private sector connections to expand deployment of appropriate technologies, practices, and policies.

Domestic wastewater sector activities will encompass both rural and urban wastewaters and associated practices. Industrial wastewater sectors vary in sophistication among the GMI partner countries. Rice cultivation and enteric fermentation projects are expected to follow a similar route of: concept to research and development to pilot to pre-commercial to commercial phases as the livestock and agro-industrial wastewater projects undergo.

For purposes of this Statement of Work, "methane mitigation and recovery projects" shall refer to projects reducing, capturing, and/or recovering biogas from the agricultural and wastewater subsectors. Approximately one-half to two-thirds of the work shall involve international activities.

## **1.2. AREAS OF WORK**

This Scope of Work entails a set of activities that are necessary to assist the Government in the continued development of methane mitigation and recovery projects in the identified subsectors, both domestically and internationally.

The contractor shall be prepared to conduct the work specified below in the US and internationally, if appropriate and authorized. The contractor shall furnish the necessary

personnel, material, equipment, services and facilities (except as otherwise specified) to perform the Areas of Work as follows:

#### **1.2.1. Market, Policy, Legal, and Regulatory Assessment Support**

##### *Market Evaluations*

The contractor shall assist the Government in developing market assessments of the potential for methane mitigation and recovery projects in select localities, regions, states and/or countries. This assistance may include evaluating the potential methane mitigation from various subsectors and related energy generation potential. The contractor will also assist the Government in developing strategies that identify specific financial and policy barriers to methane mitigation and recovery projects while proposing strategies and methods for addressing these barriers. These reports may also involve the evaluation of comparative risk of methane mitigation and recovery projects; evaluations of the benefits of methane mitigation and recovery projects; developing detailed estimates of potential future commodity supplies and demand as well as potential future prices (including carbon pricing) and potential future competition in various markets; assessments of carbon markets (both voluntary and compliance) in the US and internationally and their impact on methane mitigation and recovery projects both specifically and generally; evaluating potential markets for the methane recovered in these projects, including markets for electricity, heat, medium and high btu gas, alternative fuels, and chemical feedstocks; and evaluating potential markets for value-added products recovered from the solid and liquid effluent streams post-anaerobic digestion or other practices.

##### *Evaluations of Policy, Legal, and Regulatory Actions*

This assistance may also include conducting evaluations of US and international Global Methane Initiative government actions (past, present, and future) related to methane mitigation and recovery, including ownership issues, offset programs (voluntary and regulatory), environmental attributes, carbon markets, tax credits, environmental permits, etc. These evaluations may include detailed analysis of government and industry policy, tax policy, climate and air quality legislative actions, emissions regulations, statistics, utility and business practices, industry, market and government trends, legal settlements, technologies and other topics pertaining to methane mitigation and recovery project development, both domestically and internationally. This assistance may include developing, for EPA review and approval, outreach materials communicating the results of these analyses. These materials may include reports, technical documentation, and other written materials, and/or multimedia materials. These outreach materials may be targeted to any number of varying audiences, both internal and external to the Government.

#### **1.2.2. Project Development and Implementation Support**

The contractor shall assist the Government in preparing analyses and assessments of methane mitigation and recovery project opportunities, technologies, and end uses to facilitate EPA development and implementation of projects in the US and other GMI partner countries. Assessments shall encompass subsectors both with and without significant experience in methane mitigation, recovery, and use, and shall also consider commercially available as well as new and emerging technologies.

Specific elements of these evaluations and assessments may include the following:

##### *Gas recovery technology evaluations*

The contractor shall assess the applicability of technologies and techniques for methane mitigation and recovery at different operations; analyzing the potential to adapt existing technologies for application at specific sites; assessing the economics and the applicability of available technologies and techniques for maximizing the recovery of biogas for a variety of uses; and evaluating the full range of technical issues related to expanding the mitigation and/or recovery of methane from various operations at specific sites or specific regions and countries. The contractor shall also assess related components of the gas recovery technology, such as construction techniques, local resources available for such projects, or novel applications of existing technologies.

#### *End-use technology evaluations*

The contractor shall assess the applicability of existing and emerging technologies for the use of methane recovered in a variety of ways including thermal applications, electricity, fuel, etc.; and evaluating the full range of technical, policy, and market issues related to expanding the use of biogas at sites or in specific regions and countries.

#### *Biogas recovery system performance evaluations*

The contractor shall assess the performance of existing methane mitigation and recovery projects using applicable protocols, such as the *Protocol for Quantifying and Reporting the Performance of Anaerobic Digestion Systems for Livestock Manures* and the *International Guidance for Quantifying and Reporting the Performance of Anaerobic Digestion Systems for Livestock Manures*. The objective of these evaluations is to verify the performance and validity of technology claims related to environmental performance and cost. The contractor shall provide support to the overall evaluation including, but not limited to, experimental design, sampling method, data integrity, reporting reliability, problem resolution, analytic approach, and reporting validity in a standardized format. If new protocols are needed, the contractor shall assemble such protocols using a peer-review process.

#### *Emissions measurements evaluations*

The contractor shall evaluate the appropriate reduction calculation methodologies and carbon reduction credit methodologies, such as those promulgated by the IPCC that should be used by a particular site or type of project. The contractor shall assess the baseline emissions coming from a site and associated reductions and carbon credits that could be or are realized from the implementation of various mitigation technologies or techniques.

#### *Effluent management evaluations*

The contractor shall assess various secondary and tertiary treatment components that can be coupled with methane capture practices in order to further reduce negative impacts of nutrients on surface and ground water, such as various forms of nitrogen and phosphorus, and/or of air emissions of other gases and contaminants, such as nitrous oxide, ammonia, VOCs, hydrogen sulfide and NOx/SOx. Besides treatment, the contractor shall also evaluate the impact of the final uses of treated effluent whether land applied, sold as another product, etc. The contractor shall evaluate which practices are applicable for various sites according to technical and economic feasibility and the specific reductions that can be achieved on a project or wide-scale basis.

#### *Project identification*

The contractor shall identify potential opportunities for methane mitigation and recovery and projects in the US and GMI partner countries. These could include the following activities:

- o Identifying opportunities for specific projects in the US or other countries;
- o Updating the *Market Opportunities for Biogas Recovery Systems* in the US, including expansion to additional subsectors; and

- o Identifying project opportunities in GMI partner countries that could be showcased at events such as the Partnership Expo. This effort involves preliminary data collection, elementary technical and economic analyses, and preparation of graphical information displays.

#### *Development of feasibility assessments*

The contractor shall assist the Government in developing technical and/or economic feasibility assessments for potential methane mitigation and recovery projects at selected sites. This assistance may include evaluating site-specific conditions and identifying sites with strong potential to cost-effectively recover methane suitable for use. This assistance may also include developing criteria for comparing the feasibility of possible projects at a site and selecting the most promising project type.

Project assessments typically begin with the estimation of methane mitigation or recovery potential at the site and a preliminary technical assessment (e.g., use of FarmWare or international models). If the site is determined to be a candidate, activities that may be undertaken include identification of potential project development barriers (e.g., technical, policy, financial, legal), and undertaking an economic feasibility assessment to examine end-use options and financing scenarios. Finally, other technical assistance and outreach support (e.g., promotion) may be involved. Site visits may be necessary to conduct feasibility assessments.

Economic and financial feasibility assessments for potential methane mitigation and recovery projects at selected sites may include evaluating project economics and financing requirements, including developing detailed estimates of project costs (e.g., capital and labor) and potential revenues; developing economic and financial comparisons between potential project types at specific sites and defining and applying criteria for selecting the most promising projects; and evaluating the impact of such factors as potential trends in energy prices, carbon pricing, access to investment capital, interest rates, tax policies, and economic/financial risks on a potential project's feasibility.

### **1.2.3. Technical and Analytical Support**

The contractor shall assist the Government in providing technical support and analyses to promote methane mitigation and recovery in the US and internationally. This shall include, but is not limited to, support for feasibility assessment tools, financial model and other analytical tool development; technical analyses of biogas recovery systems; and development of sector-specific methodologies.

#### *Support for technical and economic feasibility models and other analytical tool development and maintenance*

EPA has developed software, FarmWare, to evaluate basic technical and economic analyses of US livestock biogas recovery projects. FarmWare is available on the AgSTAR website at: <http://www.epa.gov/agstar/tools/project-dev/farmware.html>. The contractor shall assist in the further development and refinement of this model or a similar model by providing technical and cost data to support development of new modules; updating cost and technology elements of the model as needed; and adapting the model to international conditions. The contractor shall recommend appropriate software for dissemination of the tool, such as Excel or a custom program. The contractor shall also provide EPA with the expertise to develop other analytical tools as appropriate. *Technical analyses related to methane mitigation, recovery, and utilization*



The contractor shall provide support for further development and updates for EPA's technical reports and efforts dealing with methane mitigation, recovery, and utilization. These efforts may include reviewing, updating, enhancing, or disseminating current EPA documents globally.

#### *Development of sector-specific methodologies*

The contractor shall assist in developing guidance for green house gas inventories (GHG) for government agencies or non-governmental organizations, or for corporate or facility level inventories as well as emissions or emissions reductions from specific projects. The contractor shall assist in the development of guidance on methodologies for estimating direct GHG emissions reductions from mitigation or energy recovery activities, as well as investigate, develop, review, or critique guidance or methods for GHG emissions monitoring, reporting, and verification.

#### *Development of international analyses and reports*

In support of the Global Methane Initiative, the contractor shall provide updated information about global methane projects, opportunities, developments, technologies, and legal/regulatory policies. The contractor shall assist in updating or developing new technical and informational reports.

### **1.2.4. Technology Transfer Support**

The contractor shall assist the Government by identifying cost-effective opportunities to abate and recover methane in the US and internationally by supporting the deployment of best management practices, as well as supporting the development of potential financing mechanisms to encourage investment. The work to facilitate deployment and adoption of appropriate technologies and practices should support the long-term goal of developing the necessary technical, agronomic, policy, and financing elements needed to sustain market development in specific countries. Possible activities include technology demonstration projects, workshops, training, study tours, and support for international clearinghouses, as described below:

#### *Technology demonstration projects*

The contractor shall provide technical and analytical support for technology demonstration projects in the US and internationally. These projects may involve demonstrations of any or all parts of a methane mitigation or recovery system, treatment and final use or disposal of gas and liquid and solid effluent portions. This support may include site-specific engineering design, fabrication, installation and start-up assistance, trouble-shooting, operator training, data collection and monitoring, research, data analysis, and development of technical papers. Demonstration projects may require the purchase and installation of equipment, either for system operation, such as tanks or flares, or for evaluation, such as gas meters. The contractor shall focus on technologies that are affordable, replicable, serviceable, and appropriate for the sub-sector and climate targeted.

#### *Technical Workshops*

Rural agricultural development is a long-term, complicated objective that requires a tailored extension and educational component. A typical extension event shall consist of, but is not limited to the following topic areas: technology performance, project development, financing programs, technical assistance, policy, and science. The contractor shall organize and conduct extension or other educational workshops (in any of the identified subsectors) as needed on

specific topics to share technical information and experiences related to methane mitigation and recovery project development for US or international audiences consisting of members of the livestock industry, renewable energy organizations and businesses, pollution control organizations, and/or others. Elements of this activity include development of an agenda, identification of appropriate speakers / presenters, preparation and delivery of presentations, and logistical elements associated with implementing the workshop (site arrangements, registration, materials, proceedings, etc.).

#### *Technical Training*

The contractor shall organize and conduct training sessions for US or international delegations. These training sessions may include classroom sessions as well as visits to one or more sites, as appropriate. Elements of this activity include development of an itinerary/agenda, identification of appropriate persons to conduct the training, preparation and delivery of the training, and logistical elements associated with implementing the training (arranging any transportation needed during the training, such as buses, and other travel logistics (but not funding individual travel to and from the training), site arrangements, materials, etc.).

### **1.2.5. Outreach Support**

The contractor shall assist the Government in providing outreach support for activities in the US and internationally to a diverse audience comprised of executive, technical, academic and other individuals important in the development of methane mitigation and recovery projects. The contractor shall be prepared to undertake outreach activities for the program including development of outreach materials, program summaries and fact sheets, public education materials, and technical outreach materials targeted at specific industry and interest groups. The contractor shall be prepared to use a variety of media in disseminating outreach materials. Examples of this support include:

#### *Contributing content*

The contractor shall develop articles, ideas, graphics, and analyses and other content to program updates such as the *AgSTAR Digest* (a newsletter published quarterly that is emailed to AgSTAR listserv contacts) or *Methane International*; email updates; and material for the AgSTAR and GMI websites. ([www.epa.gov/agstar](http://www.epa.gov/agstar)) ([www.globalmethane.org](http://www.globalmethane.org)). The EPA COR will provide the listserv.

#### *Updates*

Keep AgSTAR and GMI outreach documents and resources current and up to date based on recent developments.

#### *Quick turn-around and in-depth analyses*

On an as-needed basis, respond to public inquiries by conducting research on government and industry policy, statistics, business practice, industry, market and government trends and other topics pertaining to expanding methane mitigation and recovery practices. This assistance may include developing outreach materials communicating the results of these analyses in the form of reports, technical documentation, and other written materials. As appropriate, this assistance may entail quick response or it may involve more detailed research and analyses.

#### *Illustrative Administrative Activities*

The Contractor shall coordinate with the COR to support AgSTAR and the Agriculture Subcommittee and Wastewater Task Force of the Global Methane Initiative. Illustrative activities



could include contributing to the development or updates of the Agriculture Subcommittee Action Plan, working with the Agriculture Subcommittee or Wastewater Task Force meetings, creation and management of an electronic framework for emissions tracking among the member countries managing the AgSTAR list serv, managing the Global Methane Initiative Agriculture Project Network contact list, and supporting the activities of the Global Methane Initiative Secretariat and Administrative Support Group. The EPA COR will ensure that the list serv is provided to each BPA holder. Member countries can be found at (member countries can be found at <http://www.globalmethane.org/partners/index.aspx>)

#### **1.2.6. Tracking Support**

The contractor shall track data related to current, closed, and potential methane mitigation and recovery projects, both domestically and internationally. This data may include items such as site characteristics, volume of feedstock(s), technology type, contact information for owners/operators/developers/utilities, benefits achieved, costs incurred, as well as Government or Partner activity data, such as services/technical support provided and related correspondence. The contractor shall respond to a variety of diverse data requests and queries to be generated from the AgSTAR and GMI agricultural project databases that may include queries such as site-specific information, technology applications, number and types of electricity or other use projects. If needed, the contractor shall establish new databases to handle expanded subsectors or additional technology types.

#### **1.2.7. Methane Emission Inventories Support**

The contractor shall prepare methane emission inventories from facilities in the identified subsectors in the US and internationally.

##### *US Methane Inventories*

The contractor shall contribute to the preparation, publication, and submittal of the annual *US Inventory of Greenhouse Gas Emissions and Sinks* as well as the periodic preparation, publication, and submittal of the US National Communication under the U.N. Framework Convention on Climate Change. These efforts may include research, compilation and interpretation of emission data to develop a credible and verifiable emission inventory. See: <http://www.epa.gov/climatechange/emissions/usinventoryreport.html>

##### *International Methane Inventory*

The contractor shall actively participate in and contribute to the development and implementation of industry-specific best practices for preparing emission methodologies through the Intergovernmental Panel on Climate Change. The contractor may be called upon to support development of white papers, and to participate in workshops and review panels. See: <http://www.epa.gov/climatechange/emissions/globalghg.html>

#### **1.3 Other Information**

The contractor should have demonstrated commercial-scale experience in the field to assist in the work described in this SOW. The scale of digester systems involved ranges from small, household systems to large agro-industrial plants in climates varying around the world. The level

of digester technology varies from low-tech fixed concrete dome digesters to high-tech induced blanket reactors.

**Foreign language speaking capabilities** and local office capacity in Global Methane Initiative (GMI) countries (found at [www.globalmethane.org/partners/index.aspx](http://www.globalmethane.org/partners/index.aspx)) is desirable.

A small business task order will be awarded separately. The small business vendor will be responsible for some conference planning/events for the resulting BPA awardees under this RFQ. Your technical plan must demonstrate how you will communicate and coordinate with the small business vendor when a conference or workshop is required. The small business vendor will provide the administrative support such as planning and coordination of the event. Technical content for workshops, training or conferences such as speakers, topics, etc remain the responsibility of the BPA contractors.

## COMPETITIVE TASK ORDER PROCEDURES

(A) One or more Task Orders (TOs) may be issued during the performance of this BPA. In accordance with the FAR 8.405-3(c)(2), Ordering from BPA's, the Contracting Officer will give each awardee a fair opportunity to be considered for each order. Procedures and selection factors to be considered for each TO that provides fair opportunity are shown below.

(B) Procedures providing a fair opportunity for consideration on each requirement.

(i) Orders at or below the micro-purchase threshold. The ordering activity may place orders at or below the micro-purchase threshold with any BPA holder that can meet the agency needs. The ordering activity should attempt to distribute any such orders among the BPA holders.

(ii) Orders exceeding the micro-purchase threshold but not exceeding the simplified acquisition threshold.

(a) The ordering activity must provide each multiple-award BPA holder a fair opportunity to be considered for each order exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold unless one of the exceptions at 8.405-6(a)(1)(i) applies.

(b) The ordering activity need not contact each of the multiple-award BPA holders before placing an order if information is available to ensure that each BPA holder is provided a fair opportunity to be considered for each order.

(c) The ordering activity contracting officer shall document the circumstances when restricting consideration to less than all multiple-award BPA holders offering the required supplies and services.

(iii) Orders exceeding the simplified acquisition threshold.

(a) The ordering activity shall place an order in accordance with paragraphs (1), (2) and (3) of this paragraph, unless the requirement is waived on the basis of a justification that is prepared and approved in accordance with 8.405-6. The ordering activity shall—

(1) Provide an RFQ to all BPA holders offering the required supplies or services under the multiple-award BPAs, to include a description of the supplies to be delivered or the services to be performed and the basis upon which the selection will be made;

(2) Afford all BPA holders responding to the RFQ an opportunity to submit a quote; and

(3) Fairly consider all responses received and make award in accordance with the selection procedures.

(C) **Task Order Ordering Process for Selected Multi-awardees.**

- (1) The CO will issue a TO request to those awardees selected for consideration. The request will include a Statement of Work (SOW) that includes a detailed description of work to be accomplished, a listing of the deliverables, the period of performance (POP) of the task order, and additional information as appropriate. Note: the Task Order POP may be for greater than one year, or may include additional option periods if the need is on-going. The request will also include specific instructions for the submission of responses (i.e., oral or written, distribution instructions), the selection criteria factors and other information deemed appropriate.
- (2) Awardees will generally be allowed between 7 and 14 calendar days to prepare and submit responses. However, more or less time may be necessary based on the requirements. The due date shall be set forth in each Task Order request. Awardee(s) may "NO BID" at their own discretion. **It is recommended that "NO BIDS" include a brief explanation for non participation.**
- (3) **Bid and Proposal (B&P) Costs.** B&P costs of preparing a TO estimates will not be reimbursed as a direct cost to this contract.
- (4) **Technical Approach.** The Task Order request will state whether an oral presentation is required in addition to or instead of the written technical response. Both oral and written technical responses shall address, at a minimum:

Technical Approach

Lead Personnel

Risks

Period of Performance (if not specified by the Government)

Teaming Arrangement to include subcontracting

Past Performance

The technical information should be brief, i.e., 3-5 single sided pages stating compliance or exception to TO requirements, risks, assumptions, and conflict of interest issues. Responses shall not merely restate TO SOW requirements.

- (5) **Price/Cost Estimates.** A written cost estimate is always required. This area of the response shall include detailed cost/price amounts of all resources required to accomplish the task, (i.e. man-hours, equipment, travel, etc.). At a minimum, the following data will be provided:

- (i) Identify labor categories in accordance with BPA schedule and the number of hours required for performance of the task. The offeror must provide (with complete prices) cost estimates which include the identification of clerical labor, and ODC cost elements and identify any Government Furnished Property (GFP) and/or GFI required (if any) for task performance.

(ii) **Other Relevant Information.** Must be written and must address other relevant information as required by the contract or requested by the TO request.

- (6) If necessary, during the evaluation of responses, the Government may contact an awardee with questions concerning their response. However, such contact does not constitute discussion as defined by FAR 15.306.

(D) **Selection Criteria for Awarding Task Orders.** Upon receipt of responses, the Government will evaluate the responses in accordance with the selection criteria. The Government's award decision will be based, at a minimum, on selection criteria that addresses past performance, technical/management approach and price/cost. Individual task order selection criteria may include other factor(s) relevant to the particular task order. The order of importance for the factors may be identified on each individual request.

(E) **Process for Awards under Other than Fair Opportunity to be Considered Provisions.** The process for excepted requirements is the same as paragraph "D" above except that there will be no selection criteria;

(F) **Unauthorized Work.** The Contractor is not authorized to commence task performance prior to issuance of a signed TO or verbal approval provided by the CO and are not authorized to exceed obligated amounts of funding.

(G) **Task Funding Restriction.** No unfunded tasks are allowed.

(H) **Task Order Issuance.** TOs will be issued via electronic commerce by the CO.

(I) **Ombudsman Description** Ms. Susan Moroni is the Competition Advocate and Ombudsman for GSA awarded task orders/BPAs issued by the Office of Administrative Management (OAM). Questions/concerns/complaints may be emailed to Ms. Moroni at [Moroni.susan@epa.gov](mailto:Moroni.susan@epa.gov).

The following clauses will be incorporated into the resultant Order, as well as all clauses in the vendor's GSA schedule contract.

## TABLE OF CONTENTS

1.	EP 52.000-000 (NOV 1994) DEVIATION NOTICE REGARDING PROHIBITED CONTRACTOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTRACTS .....	2
2.	1552.203-71 (AUG 2000) DISPLAY OF EPA OFFICE OF INSPECTOR GENERAL INSPECTOR HOTLINE POSTER.....	3
3.	1552.208-70 (OCT 2000) PRINTING .....	3
4.	1552.209-71 (MAY 1994) ORGANIZATIONAL CONFLICTS OF INTEREST ALTERNATE I (MAY 1994) .....	5
5.	1552.209-76 (OCT 2002) DEVIATION CONTRACTOR PERFORMANCE EVALUATION.....	6
6.	1552.211-72 Monthly Progress Report (JUN 1996).....	7
7.	1552.211-79 (OCT 2000) COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT.....	9
8.	EP 52.212-140 (APR 1984) PERIOD OF PERFORMANCE .....	10
9.	1552.216-72 (APR 1984) ORDERING BY DESIGNATED ORDERING OFFICERS.....	10
10.	1552.232-70 Submission of Invoices.....	11
11.	1552.235-79 (APR 1996) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION DEVIATION.....	12
12.	1552.237-72 Key Personnel (APR 1984).....	14
13.	1552.237-75 (APR 1984) PAPERWORK REDUCTION ACT.....	15
14.	1552.237-76 (JUL 1999) GOVERNMENT-CONTRACTOR RELATIONS.....	15
15.	EP 52.242-100 (AUG 1984) CONTRACT ADMINISTRATION REPRESENTATIVES.....	17
16.	1552.232-73 Payments-fixed-rate services contract.....	17

**1. EP 52.000-000 (NOV 1994) DEVIATION NOTICE REGARDING PROHIBITED CONTRACTOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA) CONTRACTS**

The Contractor shall not perform any of the following activities on behalf of EPA in connection with this blanket purchase agreement:

1. The actual preparation of Congressional testimony.
2. The interviewing or hiring of individuals for employment at EPA.
3. Developing and/or writing of Position Descriptions and Performance Standards.
4. The actual determination of Agency policy.
5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.
6. Preparing Award Fee Letters, even under typing services contracts.
7. The actual preparation of Award Fee Plans.
8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.
9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.
10. The preparation of Statements of Work, Task Orders, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract or blanket purchase agreement that the contractor is performing or may perform. Such a work issuance document, prepared by an EPA prime contractor under an EPA prime contract or blanket purchase agreement for its subcontractor, is exempt from this prohibition.
11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.
12. Preparing responses to Congressional correspondence.
13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non-judgmental correspondence.
14. Any contract or blanket purchase agreement which authorizes a contractor to represent itself as EPA to outside parties.
15. Conducting administrative hearings.



16. Reviewing findings concerning the eligibility of EPA employees for security clearances.

17. The actual preparation of an office's official budget request.

**2. 1552.203-71 (AUG 2000) DISPLAY OF EPA OFFICE OF INSPECTOR GENERAL HOTLINE POSTER**

- (a) For EPA contracts or blanket purchase agreements valued at \$1,000,000 or more including all options, the Contractor shall prominently display EPA Office of Inspector General Hotline posters in Contractor facilities where the work is performed under the contract or blanket purchase agreement.
- (b) Office of Inspector General hotline posters may be obtained from the EPA Office of Inspector General, ATTN: OIG Hotline (2443), 1200 Pennsylvania Avenue, NW, Washington, DC 20460, or by calling (202) 260-5113.
- (c) The Contractor need not comply with paragraph (a) of this clause if it has established a mechanism, such as a hotline, by which employees may report suspected instances of improper conduct, and provided instructions that encourage employees to make such reports.

**3. 1552.208-70 (OCT 2000) PRINTING**

(a) *Definitions.*

**"Printing"** is the process of composition, plate making, presswork, binding and microform; or the end items produced by such processes and equipment. Printing services include newsletter production and periodicals which are prohibited under EPA contracts and blanket purchase agreements.

**"Composition"** applies to the setting of type by hot-metal casting, photo typesetting, or electronic character generating devices for the purpose of producing camera copy, negatives, a plate or image to be used in the production of printing or microform.

**"Camera copy"** (or "camera-ready copy") is a final document suitable for printing/duplication.

**"Desktop Publishing"** is a method of composition using computers with the final output or generation of camera copy done by a color inkjet or color laser printer. This is not considered "printing." However, if the output from desktop publishing is being sent to a typesetting device (i.e., Linotronic) with camera copy being produced in either paper or negative format, these services are considered "printing".

**"Microform"** is any product produced in a miniaturized image format, for mass or general distribution and as a substitute for conventionally printed material. Microform services are classified as printing services and includes microfiche and microfilm. The contractor may make up to two sets of microform files for archival purposes at the end of the blanket purchase agreement period of performance.

**"Duplication"** means the making of copies on photocopy machines employing electrostatic, thermal, or other processes without using an intermediary such as a negative or plate.

**"Requirement"** means an individual photocopying task. (There may be multiple requirements under a Work Assignment or Task Order. Each requirement would be subject to the photocopying limitation of 5,000 copies of one page or 25,000 copies of multiple pages in the aggregate per requirement).

(b) *Prohibition.*

The contractor shall not engage in, nor subcontract for, any printing in connection with the performance of work under this blanket purchase agreement. Duplication of more than 5,000 copies of one page or more than 25,000 copies of multiple pages in the aggregate per requirement constitutes printing. The intent of the limitation is not to allow the duplication of final documents for use by the Agency. In compliance with EPA Order 2200.4a, EPA Publication Review Procedure, the Office of Communications, Education, and Media Relations is responsible for the review of materials generated under a contract or blanket purchase agreement published or issued by the Agency under a contract or blanket purchase agreement intended for release to the public.

(c) *Affirmative Requirements.*

- (1) Unless otherwise directed by the contracting officer, the contractor shall use double-sided copying to produce any progress report, draft report or final report.
- (2) Unless otherwise directed by the contracting officer, the contractor shall use recycled paper for reports delivered to the Agency which meet the minimum content standards for paper and paper products as set forth in EPA's Web site for the Comprehensive Procurement Guidelines at: <http://www.epa.gov/cpg/>.

(d) *Permitted Contractor Activities.*

- (1) The prohibitions contained in paragraph (b) do not preclude writing, editing, or preparing manuscript copy, or preparing related illustrative material to a final document (camera-ready copy) using desktop publishing.
- (2) The contractor may perform a requirement involving the duplication of less than 5,000 copies of only one page, or less than 25,000 copies of multiple pages in the aggregate, using one color (black), so long as such pages do not exceed the maximum image size of 10 $\frac{3}{4}$  by 14 $\frac{1}{4}$  inches, or 11 by 17 paper stock. Duplication services below these thresholds are not considered printing. If performance of the blanket purchase agreement will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress. The intent of the limitation is to allow "incidental" duplication (drafts, proofs) under a contract or blanket purchase agreement. The intent of the limitation is not to allow the duplication of copies of final documents for use by the Agency or as distributed as instructed by the Agency.
- (3) The contractor may perform a requirement involving the multi-color duplication of no more than 100 pages in the aggregate using color copier technology, so

long as such pages do not exceed the maximum image size of 10\3/4\ by 14\1/4\ inches, or 11 by 17 paper stock. Duplication services below these thresholds are not considered printing. If performance of the blanket purchase agreement will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress.

- (4) The contractor may perform the duplication of no more than a total of 100 diskettes or CD-ROM's. Duplication services below these thresholds are not considered printing. If performance of the blanket purchase agreement will require duplication in excess of these limits, contractors must immediately notify the contracting officer in writing. EPA may then seek a waiver from the Joint Committee on Printing, U. S. Congress.

(e) *Violations.*

The contractor may not engage in, nor subcontract for, any printing in connection with the performance of work under the blanket purchase agreement. The cost of any printing services in violation of this clause will be disallowed, or not accepted by the Government.

(f) *Flowdown Provision.*

The contractor shall include in each subcontract which may involve a requirement for any printing/duplicating/copying a provision substantially the same as this clause.

**4. 1552.209-71 (MAY 1994) ALTERNATE I ORGANIZATIONAL CONFLICTS OF INTEREST**

- (a) The Contractor warrants that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the Contractor has disclosed all such relevant information.
- (b) Prior to commencement of any work, the Contractor agrees to notify the Contracting Officer immediately that, to the best of its knowledge and belief, no actual or potential conflict of interest exists or to identify to the Contracting Officer any actual or potential conflict of interest the firm may have. In emergency situations, however, work may begin but notification shall be made within five (5) working days.
- (c) The Contractor agrees that if an actual or potential organizational conflict of interest is identified during performance, the Contractor will immediately make a full disclosure in writing to the Contracting Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Contracting Officer, to avoid, mitigate, or neutralize the actual or potential conflict of interest. The Contractor shall continue performance until notified by the Contracting Officer of any contrary action to be taken.
- (d) Remedies - The EPA may terminate this blanket purchase agreement for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Contractor was aware of a potential organizational conflict of interest prior to award or discovered an actual or potential conflict after award and did

not disclose it or misrepresented relevant information to the Contracting Officer, the Government may terminate the blanket purchase agreement for default, debar the Contractor from Government contracting, or pursue such other remedies as may be permitted by law or this blanket purchase agreement.

- (e) The Contractor agrees to insert in each subcontract or consultant agreement placed hereunder provisions which shall conform substantially to the language of this clause, including this paragraph, unless otherwise authorized by the Contracting Officer.

## **5. 1552.209-76 (May 2010) DEVIATION Contractor Performance Information**

(a) In accordance with Federal Acquisition Regulation (FAR) Subpart 42.15 and EPAAR Deviation 1542.15, past performance evaluations shall be prepared and submitted electronically to the Past Performance Information Retrieval System (PPIRS). The process for submitting evaluation reports to PPIRS shall be through use of the Contractor Performance Assessment Reporting System (CPARS) which has connectivity with PPIRS.

Using CPARS, EPA shall evaluate contractor performance using the following evaluation factors as applicable: Technical (Quality of Product), Product Performance, Systems Engineering, Software Engineering, Logistic Support/Sustainment, Product Assurance, Other Technical Performance, Schedule, Cost Control (Not Applicable for Firm-Fixed Price or Firm-Fixed Price with Economic Price Adjustment), Management, Management Responsiveness, Subcontract Management, Program Management and Other Management, Other Areas, and Utilization of Small Business.

Each evaluation factor shall be rated in accordance with a five scale rating system: Red/Unsatisfactory, Yellow/Marginal, Green/Satisfactory, Purple/Very Good, and Dark Blue/Exceptional, N/A = Not Applicable. Plus or minus signs may be used to indicate an improving (+) or worsening (-) trend insufficient to change assessment status.

(b) The contractor shall designate representatives to whom the evaluations will be sent automatically and electronically. The name, title, e-mail address and phone number of the designated contractor representative shall be provided to the contracting officer who will, in turn, provide that information to their CPARS Focal Point administrator for authorization access. Any changes in designated contractor personnel shall be the sole responsibility of the contractor to inform the contracting officer and the CPARS Focal Point.

The contractor has thirty (30) calendar days from the date of the contractor's receipt of the Report to review and provide a response to the contracting officer regarding the contents of the Report. The response shall be sent through CPARS.

The contractor's response to the Report may include written comments, rebuttals (disagreements), or additional information. If the contractor does not respond to the Report within the designated thirty (30) calendar days, the specified ratings in the Report are deemed appropriate for the evaluation period. In this instance, the contracting officer shall complete the Agency review and finalize the evaluation in CPARS after expiration of the specified 30 calendar days.

If the contractor submits comments, rebuttals (disagreements), or additional information to the contracting officer which contests the ratings, the contracting officer, in consultation with the contract level contracting officer's representative and/or applicable official, shall initially try to resolve the disagreement with the contractor.

If the disagreement is not resolved between the contractor and the contracting officer, the matter will be referred, as promptly as possible, to the Reviewing Official (an official at least one level above the contracting officer or contract specialist) for resolution.

The Agency Reviewing Official shall record a determination in CPARS. The ultimate conclusion on the performance evaluation is a decision of the EPA.

The contracting officer shall complete the Agency review and finalize the evaluation in CPARS after the contracting officer receives the Agency Reviewing Official's determination.

An interim or final report is considered completed after the contracting officer finalizes the evaluation in CPARS.

#### **6. 1552.211-72 Monthly Progress Report (JUN 1996)**

(a) The Contractor shall furnish ——— copies of the combined monthly technical and financial progress report stating the progress made, including the percentage of the project completed, and a description of the work accomplished to support the cost. If the work is ordered using work assignments or delivery orders, include the estimated percentage of task completed during the reporting period for each work assignment or delivery order.

(b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.

(c) The Contractor shall provide a list of outstanding actions awaiting Contracting Officer authorization, noted with the corresponding work assignment, such as subcontractor/consultant consents, overtime approvals, and work plan approvals.

(d) The report shall specify financial status at the contract level as follows:

(1) For the current reporting period, display the amount claimed.

(2) For the cumulative period and the cumulative contract life display: the amount obligated, amount originally invoiced, amount paid, amount suspended, amount disallowed, and remaining approved amount. The remaining approved amount is defined as the total obligated amount, less the total amount originally invoiced, plus total amount disallowed.

(3) Labor hours.

- (i) A list of employees, their labor categories, and the numbers of hours worked for the reporting period.
- (ii) For the current reporting period, display the expended direct labor hours and costs broken out by EPA contract labor hour category for the prime contractor and each subcontractor and consultant.
- (iii) For the cumulative contract period and the cumulative contract life display: the negotiated, expended and remaining direct labor hours and costs broken out by EPA contract labor hour category for the prime contractor, and each subcontractor and consultant.
- (iv) Display the estimated direct labor hours and costs to be expended during the next reporting period.
- (4) Display the current dollar ceilings in the contract, net amount invoiced, and remaining amounts for the following categories: Direct labor hours, total estimated cost, award fee pool (if applicable), subcontracts by individual subcontractor, travel, program management, and Other Direct Costs (ODCs).
- (5) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the contract.
- (6) Average cost of direct labor. Compare the actual average cost per hour to date with the average cost per hour of the approved work plans for the current contract period.
- (e) The report shall specify financial status at the work assignment or delivery order level as follows:
  - (1) For the current period, display the amount claimed.
  - (2) For the cumulative period display: amount shown on workplan, or latest work assignment/delivery order amendment amount (whichever is later); amount currently claimed; amount paid; amount suspended; amount disallowed; and remaining approved amount. The remaining approved amount is defined as: the workplan amount or latest work assignment or delivery order amount (whichever is later), less total amounts originally invoiced, plus total amount disallowed.
  - (3) Labor hours.
    - (i) A list of employees, their labor categories, and the number of hours worked for the reporting period.
    - (ii) For the current reporting period, display the expended direct labor hours and costs broken out by EPA contract labor hour category for the prime contractor and each subcontractor and consultant.
    - (iii) For the current reporting period, cumulative contract period, and the cumulative contract life display: the negotiated, expended and remaining direct labor hours and costs broken out by EPA contract labor hour category for the prime contractor and each subcontractor and consultant.
    - (iv) Display the estimated direct labor hours and costs to be expended during the next reporting period.
    - (v) Display the estimates of remaining direct labor hours and costs required to complete the work

assignment or delivery order.

(4) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the work assignment.

(5) Average cost of direct labor. Display the actual average cost per hour with the cost per hour estimated in the workplan.

(6) A list of deliverables for each work assignment or delivery order during the reporting period.

(f) This submission does not change the notification requirements of the "Limitation of Cost" or "Limitation of Funds" clauses requiring separate written notice to the Contracting Officer.

(g) The reports shall be submitted to the following addresses on or before the \_\_\_\_\_ of each month following the first complete reporting period of the contract. See EPAAR 1552.232-70, Submission of Invoices, paragraph (e), for details on the timing of submittals. Distribute reports as follows:

No. of copies	Addressee
	Project Officer.
	Contracting Officer.

**7. 1552.211-79 (OCT 2000) COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT**

(a) *Definition.* Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.



(b) *General.* The Contractor shall perform any IRM related work under this BPA in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) *IRM policies, standards and procedures.* The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) *Groundwater program IRM requirement.* A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A—*Minimum Set of Data Elements for Groundwater.*

(3) *EPA computing and telecommunications services.* The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. (This document may be found at: <http://basin.rtpnc.epa.gov/etsd/directives.nsf>).

(c) *Printed documents.* Documents listed in (b)(1) and (b)(2) may be obtained from: U.S. Environmental Protection Agency Office of Administration Facilities Management and Services Division Distribution Section Mail Code: 3204 1200 Pennsylvania Ave., NW., Washington, DC 20460 Phone: (202) 260-5797

(d) *Electronic access.* A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

#### **8. EP 52.212-140 (APR 1984) PERIOD OF PERFORMANCE**

The period of performance of this blanket purchase agreement shall be from \_\_\_\_ through \_\_\_\_.

#### **9. 1552.216-72 (APR 1984) ORDERING—BY DESIGNATED ORDERING OFFICERS**

(a) The Government will order any supplies and services to be furnished under this contract by issuing tasks orders on Optional Form 347, or any agency prescribed form. In addition to the Contracting Officer, the following individuals are authorized ordering officers.

**NONE**

(b) A Standard Form 30 will be the method of amending delivery orders.

(c) The Contractor shall acknowledge receipt of each order and shall prepare and forward to the COR within ten (10) calendar days the proposed quote for accomplishing the assigned task within the period specified.

(d) If the Contractor considers the estimated labor hours or specified work completion date to be unreasonable, he/she shall promptly notify the COR and Contracting Officer in writing within 10 calendar days, stating why the estimated labor hours or specified completion date is considered unreasonable.

(e) Each task order will have a ceiling price, which the Contractor may not exceed. When the Contractor has reason to believe that the labor payment and support costs for the order, which will accrue in the next thirty (30) days, will bring total cost to over 85 percent of the ceiling price specified in the order, the Contractor shall notify the COR and the Contracting Officer.

(f) Paragraphs (c), (d), and (e) of this clause apply only when services are being ordered.

#### **10. 1552.232- 70 Submission of Invoices (JUN 1996)**

In order to be considered properly submitted, an invoice or request for contract financing payment must meet the following contract requirements in addition to the requirements of FAR 32.905:

(a) Unless otherwise specified in the contract, an invoice or request for contract financing payment shall be submitted as an original and five copies. The Contractor shall submit the invoice or request for contract financing payment to the following offices/individuals designated in the contract: the original and two copies to the Accounting Operations Office shown in Block \_\_\_\_\_ on the cover of the contract; two copies to the Project Officer (the Project Officer may direct one of these copies to a separate address); and one copy to the Contracting Officer.

(b) The Contractor shall prepare its invoice or request for contract financing payment on the prescribed Government forms. Standard Forms Number 1034, Public Voucher for Purchases and Services other than Personal, shall be used by contractors to show the amount claimed for reimbursement. Standard Form 1035, Public Voucher for Purchases and Services other than Personal—Continuation Sheet, shall be used to furnish the necessary supporting detail or additional information required by the Contracting Officer. The Contractor may submit self-designed forms which contain the required information.

(c)(1) The Contractor shall prepare a contract level invoice or request for contract financing payment in accordance with the invoice preparation instructions identified as a separate attachment in Section J of the contract. If contract work is authorized by individual work assignments, the invoice or request for contract financing payment shall also include a summary of the current and cumulative amounts claimed by cost element for each work assignment and for the contract total, as well as any supporting data for each work assignment as identified in the instructions.

(2) The invoice or request for contract financing payment shall include current and cumulative charges by major cost element such as direct labor, overhead, travel, equipment, and other direct costs. For current costs, each major cost element shall include the appropriate supporting schedule identified in the invoice preparation instructions. Cumulative charges represent the net sum of current charges by cost element for the contract period.

(3) The charges for subcontracts shall be further detailed in a supporting schedule showing the major cost elements for each subcontract. The degree of detail for any subcontract exceeding \$5,000 is to be the same as that set forth under (c)(2).

(4) The charges for consultants shall be further detailed in the supporting schedule showing the major cost elements of each consultant. For current costs, each major cost element of the consulting agreement shall also include the supporting schedule identified in the invoice preparation instructions.

(d) Invoices or requests for contract financing payment must clearly indicate the period of performance for which payment is requested. Separate invoices or requests for contract financing payment are required for charges applicable to the basic contract and each option period.

(e)(1) Notwithstanding the provisions of the clause of this contract at FAR 52.216-7, Allowable Cost and Payment, invoices or requests for contract financing payment shall be submitted once per month unless there has been a demonstrated need and Contracting Officer approval for more frequent billings. When submitted on a monthly basis, the period covered by invoices or requests for contractor financing payments shall be the same as the period for monthly progress reports required under this contract.

(2) If the Contracting Officer allows submissions more frequently than monthly, one submittal each month shall have the same ending period of performance as the monthly progress report.

(3) Where cumulative amounts on the monthly progress report differ from the aggregate amounts claimed in the invoice(s) or request(s) for contract financing payments covering the same period, the contractor shall provide a reconciliation of the difference as part of the payment request. Alternate I (JUN 1996). If used in a fixed-rate type contract, substitute the following paragraphs (c)(1) and (2) for paragraphs (c)(1) and (2) of the basic clause:

(c)(1) The Contractor shall prepare a contract level invoice or request for contract financing payment in accordance with the invoice preparation instructions identified as a separate attachment in Section J of the contract. If contract work is authorized by individual delivery orders, the invoice or request for contract financing payment shall also include a summary of the current and cumulative amounts claimed by cost element for each delivery order and for the contract total, as well as any supporting data for each delivery order as identified in the instructions.

(2) The invoice or request for contract financing payment that employs a fixed rate feature shall include current and cumulative charges by contract labor category and by other major cost elements such as travel, equipment, and other direct costs. For current costs, each cost element shall include the appropriate supporting schedules identified in the invoice preparation instructions.

**11. 1552.235-79 (APR 1996) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION**

(a) The Environmental Protection Agency (EPA) may find it necessary to release information submitted by the Contractor either in response to this solicitation or pursuant to the provisions of this blanket purchase agreement, to individuals not employed by EPA. Business information that is ordinarily entitled to confidential treatment under existing Agency regulations (40 C.F.R. Part 2) may be included in the information released to these individuals. Accordingly, by submission of this proposal or signature on this blanket

purchase agreement or other contracts, the Contractor hereby consents to a limited release of its confidential business information (CBI).

- (b) Possible circumstances where the Agency may release the Contractor's CBI include, but are not limited to the following:

(1) To other Agency contractors tasked with assisting the Agency in the recovery of Federal funds expended pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. Sec. 9607, as amended, (CERCLA or Superfund);

(2) To the U.S. Department of Justice (DOJ) and contractors employed by DOJ for use in advising the Agency and representing the Agency in procedures for the recovery of Superfund expenditures;

(3) To parties liable, or potentially liable, for costs under CERCLA Sec. 107 (42 U.S.C. Sec. 9607), et al, and their insurers (Potentially Responsible Parties) for purposes of facilitating settlement or litigation of claims against such parties;

(4) To other Agency contractors who, for purposes of performing the work required under the respective contracts, require access to information the Agency obtained under the Clean Air Act (42 U.S.C. 7401 et seq.); the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.); the Safe Drinking Water Act (42 U.S.C. 300f et seq.); the Federal Insecticide, Fungicide and Rodenticide Act (7 U.S.C. 136 et seq.); the Resource Conservation and Recovery Act (42 U.S.C. 6901 et seq.); the Toxic Substances Control Act (15 U.S.C. 2601 et seq.); or the Comprehensive Environmental Response, Compensation, and Liability Act (42 U.S.C. 9601 et seq.);

(5) To other Agency contractors tasked with assisting the Agency in handling and processing information and documents in the administration of Agency contracts, such as providing both preaward and post award audit support and specialized technical support to the Agency's technical evaluation panels;

(6) To employees of grantees working at EPA under the Senior Environmental Employment (SEE) Program;

(7) To Speaker of the House, President of the Senate, or Chairman of a Committee or Subcommittee;

(8) To entities such as the General Accounting Office, boards of contract appeals, and the Courts in the resolution of solicitation or contract protests and disputes;

(9) To Agency contractor employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency; and

(10) Pursuant to a court order or court-supervised agreement.

(c) The Agency recognizes an obligation to protect the contractor from competitive harm that may result from the release of such information to a competitor. (See also the clauses in this document entitled "Screening Business Information for Claims of Confidentiality" and "Treatment of Confidential Business Information.") Except where otherwise provided by law, the Agency will permit the release of CBI under subparagraphs (1), (3), (4), (5), (6), or (9) only pursuant to a confidentiality agreement.

(d) With respect to contractors, 1552.235-71 will be used as the confidentiality agreement. With respect to Potentially Responsible Parties, such confidentiality agreements may permit further disclosure to other entities where necessary to further settlement or litigation of claims under CERCLA. Such entities include, but are not limited to accounting firms and technical experts able to analyze the information, provided that they also agree to be bound by an appropriate confidentiality agreement.

(e) This clause does not authorize the Agency to release the Contractor's CBI to the public pursuant to a request filed under the Freedom of Information Act.

(f) The Contractor agrees to include this clause, including this paragraph (f), in all subcontracts at all levels awarded pursuant to this blanket purchase agreement that require the furnishing of confidential business information by the subcontractor.

**12. 1552.237-72 Key Personnel (APR 1984)**

(a) The Contractor shall assign to this contract the following key personnel:

- Project Manager (or equivalent from vendor labor descriptions)
- Senior Environmental Scientist (or equivalent from vendor labor descriptions)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

"Disputes" clause of this contract. If the Schedule provides rates for overtime the premium portion of those rates will be reimbursable only to the extent the overtime is approved by the Contracting Officer.

(b) *Materials, other direct costs, and subcontracts.* (1) The allowability of direct materials and other direct costs shall be determined by the Contracting Officer in accordance with subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract. Reasonable and allocable material handling costs or indirect costs may be included in the charge for material or other direct costs to the extent they are clearly excluded from the hourly rate. Material handling and/or indirect cost rates are specified in the "Indirect Costs" clause. Material handling costs are comprised of indirect costs, including, when appropriate, general and administrative expense allocated to direct materials in accordance with the Contractor's usual accounting practices consistent with subpart 31.2 of the FAR. The Contractor shall be reimbursed for items and services purchased directly for the contract only when cash, checks, or other forms of actual payment have been made for such purchased items or services. Direct materials or other direct costs, as used in this clause, are those items which enter directly into the end product, or which are used or consumed directly in connection with the furnishing of the end product.

(2) Subcontracted effort may be included in the fixed hourly rates discussed in paragraph (a)(1) of this clause and will be reimbursed as discussed in that paragraph. Otherwise, the cost of subcontracts that are authorized under the subcontracts clause of this contract shall be reimbursable costs under this clause provided that the costs are consistent with paragraph (b)(3) of this clause. Reimbursable costs in connection with subcontracts shall be payable to subcontractors consistent with FAR 32.504 in the same manner as for services purchased directly for the contract under paragraph (a)(1) of this clause. Reimbursable costs shall not include any costs arising from the letting, administration, or supervision of performance of the subcontract, if the costs are included in the hourly rates payable under paragraph (a)(1) of this clause.

(3) To the extent able, the Contractor shall (i) obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials; and (ii) take all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Contracting Officer and give the reasons. Credit shall be given to the Government for cash and trade discounts, rebates, allowances, credits, salvage, the value of any appreciable scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the Government, shall not be deducted from gross costs.

(4) If the nature of the work to be performed requires the Contractor to furnish material which is regularly sold to the general public in the normal course of business by the Contractor, the price to be paid for such material, notwithstanding paragraph (b)(1) of this contract, shall be on the basis of an established catalog or list price, in effect when the material is furnished, less all applicable discounts to the Government; provided, that in no event shall such price be in excess of the Contractor's sales price to its most favored customer for the same item in like quantity, or the current market price, whichever is lower.

(c) *Contracting Officer notification.* For contract administration purposes, the Contractor shall notify the Contracting Officer in writing when the total value of all delivery orders issued exceeds 85 percent of the maximum price specified in the schedule.

(d) *Maximum amount.* The Government shall not be obligated to pay the Contractor any amount in excess of the maximum amount in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the maximum amount set forth in the Schedule, unless or until the Contracting Officer shall have notified the Contractor in writing that the maximum amount has been



increased and shall have specified in the notice a revised maximum that shall constitute the maximum amount for performance under this contract. When and to the extent that the maximum amount set forth in the Schedule has been increased, any hours expended, and material or other direct costs incurred by the Contractor in excess of the maximum amount before the increase, shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the maximum amount.

(e) *Audit.* At any time before final payment under this contract, the Contracting Officer may request audit of the invoices or vouchers and substantiating material. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding invoices or vouchers, that are found by the Contracting Officer not to have been properly payable and shall also be subject to reduction for overpayments or to increase for underpayments. Upon receipt and approval of the voucher or invoice designated by the Contractor as the "completion voucher" or "completion invoice" and substantiating material, and upon compliance by the Contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of paragraphs (f) and (g) of this clause), the Government shall promptly pay any balance due the Contractor. The completion invoice or voucher, and substantiating material, shall be submitted by the Contractor as promptly as practicable following completion of the work under this contract, but in no event, later than one year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.

(f) *Assignment.* The Contractor, and each assignee under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, obligations, and claims arising out of or under this contract, subject only to the following exceptions:

(1) Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor.

(2) Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than 6 years after the date of the release or the date of any notice to the Contractor that the Government is prepared to make final payment, whichever is earlier.

(3) Claims for reimbursement of costs (other than expenses of the Contractor by reason of its indemnification of the Government against patent liability), including reasonable incidental expenses, incurred by the Contractor under the terms of this contract relating to patents.

(g) *Refunds.* The Contractor agrees that any refunds, rebates, or credits (including any related interest) accruing to or received by the Contractor or any assignee, that arise under the materials portion of this contract and for which the Contractor has received reimbursement, shall be paid by the Contractor to the Government. The Contractor and each assignee, under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, an assignment to the Government of such refunds, rebates, or credits (including any interest) in form and substance satisfactory to the Contracting Officer.

(End of clause)



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/27/2013		2. CONTRACT NO. (If any) EP-BPA-12-H-0030		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. EP-B13H-00103		4. REQUISITION/REFERENCE NO. See Schedule			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR:   Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 4300 FAIR LAKES COURT				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220334232		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS-23F-0038L DUNS Number: (b)(4) The total estimated cost for this task order entitled "Technical Support for the Domestic AgSTAR Program" is \$127,294 for the following Tasks: 1,2,5,6,7 & 9 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO: a. NAME RTP Finance Center						
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						17(i) GRAND TOTAL
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711		\$127,294.00	

22. UNITED STATES OF  
AMERICA BY (Signature)

23. NAME (Typed)  
Margaret Kline  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
03/27/2013	EP-BPA-12-H-0030	EP-B13H-00103

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>(Management). \$60,000 in incremental funding is obligated leaving \$67,294 needed to fully fund task order through its completion date of 26 March 2014.</p> <p>COR: Allison Costa 202-343-9468 Alt COR: Kurt Roos 202-343-9041 CO: Margaret Kline Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/27/2013 to 03/26/2014</p> <p>Task Order to SRA International for "Technical Support for the Domestic AgSTAR Program" in the amount of \$127,294.00 Incrementally Funded at \$60,000.00 Requisition No: PR-OAR-13-00635, PR-OAR-13-00671, PR-OAR-13-00742</p> <p>Accounting Info: 13-14-B-58F4-101A46-2505---1358FC3572-001 BFY: 13 EFY: 14 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3572-001 Funding Flag: Partial Funded: \$10,796.02</p> <p>Accounting Info: 12-13-B-58F4-101A46-2505---1358FC3562-001 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1358FC3562-001 Funding Flag: Partial Funded: \$33,843.95</p> <p>Accounting Info: 12-13-B-58F4-101A46-2505---1358FC3566-001 BFY: 12 EFY: 13 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
03/27/2013	EP-BPA-12-H-0030	EP-B13H-00103

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	1358FC3566-001 Funding Flag: Partial Funded: \$15,360.03  The obligated amount of award: \$60,000.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/11/2013		2. CONTRACT NO. (If any) EP-BPA-12-H-0030		6. SHIP TO:	
3. ORDER NO. EP-B13H-00103/001		4. REQUISITION/REFERENCE NO. PR-OAR-13-01470		a. NAME OF CONSIGNEE  OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 4300 FAIR LAKES COURT				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220334232	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS-23F-0038L DUNS Number: (b)(4) The purpose of this modification is to obligate \$67,294 to fully fund this task order through its completion date of 26 March 2014. Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$127,294.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Margaret Kline  
TITLE: CONTRACTING/ORDERING OFFICER

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/11/2013	CONTRACT NO. EP-BPA-12-H-0030/001	ORDER NO. EP-B13H-00103/001
-----------------------------	--------------------------------------	--------------------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>COR: Allison Costa 202-343-9468 Alt COR: Kurt Roos 202-343-9041 CO: Margaret Kline</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 13-14-B-58F4-101A46-2505---1358FC3689-001 Beginning Fiscal Year 13 Ending Fiscal Year 14 Fund (Appropriation) B Budget Organization 58F4 Program (PRC) 101A46 Budget (BOC) 2505 DCN-LineID 1358FC3689-001 Amount: \$67,294.00</p> <p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 03/27/2013 to 03/26/2014</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE OF PAGES	
						1      2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
002		07/09/2014		PR-HPOD-14-00204			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION 4300 FAIR LAKES COURT FAIRFAX VA 220334232							
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-BFA-12-H-0030			
				EP-B13H-00103			
				10B. DATED (SEE ITEM 13)			
CODE		(b)(4)		FACILITY CODE		03/27/2013	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <span style="float: right;"><input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.</span> Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Decrease:		-\$6,510.71	
See Schedule							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) mutual agreement						
<b>E. IMPORTANT:</b> Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
GSA Contract #: GS-23F-0038L							
DUNS Number: (b)(4)							
Deobligate \$6,510.71 from EP-B14H-00103. (Reobligate to EP-B14H-00051 (Tetra Tech)).							
COR: Allison Costa 202-343-9468							
Alt COR: Kurt Roos 202-343-9041							
CO: Margaret Kline							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Total Amount for this Modification: -\$6,510.71							
New Total Obligated Amount for this Award: \$120,783.29 Incremental Funded Amount changed:							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Margaret Kline			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				(Signature of Contracting Officer)		07/11/2014	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-BPA-12-H-0030/EP-B13H-00103/002

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>from \$127,294.00 to \$120,783.29</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$127,294.00 to \$120,783.29 Obligated Amount for this modification: -\$6,510.71</p> <p>CHANGES FOR ACCOUNTING CODE: 13-14-B-58F4-101A46-2505-1358FC3689-001 Account code changed from 13-14-B-58F4-101A46-2505---1358FC3689-001 to 13-14-B-58F4-101A46-2505-1358FC3689-001 Amount changed from \$67,294.00 to \$60,783.29</p> <p>This modification is to move \$6,510.71 to EP-B14H-00051 (Tetra Tech) Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711</p> <p>FOB: Destination Period of Performance: 03/27/2013 to 03/26/2014</p>				



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/25/2014		2. CONTRACT NO. (If any) EP-BPA-12-H-0030		6. SHIP TO:	
3. ORDER NO. EP-B14H-00223		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE OAR/OAP/CCD	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 4300 FAIR LAKES COURT				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220334232	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

## 17. SCHEDULE (See reverse for Rejections)

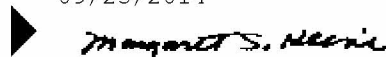
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS-23F-0038L DUNS Number: (b)(4) The total estimated cost for this task order entitled "Outreach Support for the AgSTAR Program" is \$231,529 for 2550 hours. This task order is fully funded through Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$231,529.00	17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

09/25/2014



ELECTRONIC SIGNATURE

23. NAME (Typed)

Margaret Kline

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/25/2014	CONTRACT NO. EP-BPA-12-H-0030	ORDER NO. EP-B14H-00223
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>its completion date of 31 March 2016.</p> <p>COR: Allison Costa 202-343-9468 Alt Cor: Kurt Roos</p> <p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 07/16/2012 to 07/16/2017</p> <p>Task Order celing and funding Requisition No: PR-OAR-14-01830</p> <p>Accounting Info: 14-15-B-58F4-101A46-2505-1458FC4859-00 1 BFY: 14 EFY: 15 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4859-001 Funding Flag: Partial Funded: \$231,529.00</p> <p>The obligated amount of award: \$231,529.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

Call Title: Outreach Support for the AgSTAR Program

## **STATEMENT OF WORK**

### **I. BACKGROUND**

AgSTAR is a voluntary outreach program that encourages the implementation of anaerobic digestion (AD) projects in the livestock sector in order to reduce methane emissions and reduce the impact of climate change. AD projects can be cost-effective mitigation techniques and provide a number of co-benefits to the local communities where they are installed. AgSTAR's main method of communication with stakeholders is through its website ([www.epa.gov/agstar](http://www.epa.gov/agstar)) and AgSTAR is currently redesigning the website's look and transitioning it into the Drupal content management system under another task order (AgSTAR Contract EP-BPA-12-H-0029, Task Order EP-B14H-00051). In order to maximize the program's effectiveness, AgSTAR must be able to collect accurate information regarding AD use in the U.S., maintain the integrity of its data, communicate clearly through its website, and engage stakeholders so that they visit the website repeatedly throughout the year for updated information.

Consistent with EPA's guidance for effective communication through agency websites, AgSTAR has analyzed their stakeholders to determine the three priority audience groups for which the website should be designed. The three groups are:

- Those who implement AD projects (e.g. consultants, equipment manufacturers and service providers).
- Those who enable AD projects (e.g. state and local governments involved in policy and permitting).
- Those who purchase AD projects (e.g. livestock producers and communities).

AgSTAR has established the following priorities for tasks that these stakeholders should be able to accomplish when they visit the program's website ([www.epa.gov/agsar](http://www.epa.gov/agsar)):

- Find introductory information about AD.
- Connect "customer" and "buyer" groups.
- Find unbiased data about AD projects.
- Find information about the current status of and trends in the AD market.
- Find information about AD permitting, regulations, standards and safety guidelines.
- Find information about how to evaluate and AD project's feasibility.
- Find resources for implementing an AD project.

In order to focus the website and communicate more clearly, AgSTAR will be evaluating all current website content and removing any materials that do not further one of the objectives above. Through this task order, AgSTAR will enhance its outreach to the stakeholders identified above by improving the quality of information presented and communicating that information more effectively.

### **II. OBJECTIVES**

The objective of this task order is to ensure the integrity of information presented on the AgSTAR website, increase the number of stakeholders who receive information from AgSTAR and improve the delivery of information to these stakeholders.

### III. SPECIFIC TASKS

#### *Task 1: Integrity of AgSTAR Data*

##### Subtask A: Information Collection Request

An Information Collection Request (ICR) is a set of documents that describe reporting, record keeping, survey, or other information collection requirements imposed on the public by the Environmental Protection Agency, as required by the Paperwork Reduction Act. Each request must be sent to and approved by the Office of Management and Budget before a collection begins. The ICR provides an overview of the collection, and estimates the cost and time for the public to respond. An ICR is required if the same or similar information is being collected from 10 or more non-Federal respondents within a 12-month period, even if the information collection is voluntary.

AgSTAR collects data about (1) planned and operating AD systems from system developers and other Federal staff for the AgSTAR database (<http://epa.gov/agstar/projects/index.html#database>), (2) companies involved in the anaerobic digester market for the vendor directory (<http://epa.gov/agstar/tools/directory.html>), and (3) state governments, non-profits, and academic institutions for its partnership program (<http://epa.gov/agstar/about-us/partners/index.html>). Historically, less than 10 non-Federal respondents have provided data for each of these resources within a twelve-month period. However, as the program continues to grow, AgSTAR needs to establish an ICR in order to continue collecting this information since it anticipates that more than 10 non-Federal respondents could submit information for each of these resources over the next year. Additionally, AgSTAR would like to have the ability to conduct voluntary polls or surveys of its stakeholders to gather feedback about the program's performance in meeting stakeholder needs.

Under this task order, the contractor shall assist EPA in the development of an ICR, from inception through submittal to the Office of Management and Budget. Specifically, the contractor shall assist in gathering the appropriate information for the two Federal Register notices and drafting the Supporting Statement. More information on the exact documentation is currently available at: <http://www.paperworkreduction.gov/>.

##### Subtask B: Update Existing Data

As mentioned above, AgSTAR maintains a database of livestock AD facilities in the U.S. and a directory of companies involved in the livestock AD sector. Both resources are updated periodically to maintain the information and ensure its accuracy.

Under this task order, the contractor shall assist EPA by performing routine updates of the database and vendor directory quarterly. Additionally, the contractor shall conduct a comprehensive update of the database at the outset of this task order (without exceeding ICR limits).

##### Subtask C: Migrate Existing Data into Database Software

The AgSTAR Database and Industry Directory are currently maintained in static MS Access databases. EPA would like to utilize database software that can be integrated with the website so that updates made to the data are automatically reflected on the AgSTAR website. Salesforce ([www.salesforce.com](http://www.salesforce.com)) is one example of software that can be integrated with a website to display real-time updates. However, there are also government requirements to maintain the security of data stored in cloud-based systems and to ensure that agencies are cost-effective in their purchase of such software. (More information

about these Federal requirements can be found on the FedRAMP website at:  
<http://cloud.cio.gov/fedramp>.)

Under this task order, the contractor shall research options for software that AgSTAR could use to manage its data that could be integrated with the website and meet agency guidelines. If a suitable solution is found, the contractor shall also transition the data from the AgSTAR database and vendor directory into the new system.

#### Subtask D: Data Management

As AgSTAR collects more data from an increasing number of sources, it is important to ensure that data are properly collected, handled, processed, and used. Currently, AgSTAR does not have a formal Quality Assurance/Quality Control (QA/QC) Plan in writing.

Under this task order, the contractor shall assist AgSTAR in the development of a QA/QC plan to describe the methods used to ensure the integrity of data throughout its collection, entry into databases, use and storage.

#### **Deliverables**

##### *Deliverable, Due Date*

Timeline/Plan for ICR Development, Within 2 Months of Task Order Award

Draft ICR Information, As Established in the Plan for ICR Development

Comprehensive Update of AgSTAR database, Within 1 Month of Task Order Award

Database and Vendor Directory Updates, Quarterly

Research Database Options, Within 6 Months of Task Order Award

Transition Data into New Database, Within 2 Months of Direction from EPA COR

QA/QC Plan, Within 3 Months of Task Order Award

#### *Task 2: Stakeholder Outreach*

#### Subtask A: Monthly Communication Plans

AgSTAR currently provides information to stakeholders through the website, an email listserv and an RSS feed. AgSTAR also participates in a number of conferences and events each year. AgSTAR would like to increase its outreach to stakeholders by establishing social media accounts (e.g. Facebook, Twitter) and by posting frequent updates with consistent messaging to draw stakeholders to visit the website more often.

Under this task, the contractor shall assist the AgSTAR program in the consistency of its messaging by developing monthly communication plans. At a minimum, the monthly plans shall include any applicable themes for each month (e.g. Earth Day in April); dates that listserv messages and regular website updates will be delivered to stakeholders; monthly plans for the social media accounts; and any applicable deadlines for AD-related events that AgSTAR may consider participating in or publicizing to its stakeholders (e.g. abstract submission, registration deadlines).

The contractor shall also assist AgSTAR in developing justification for using social media accounts. After the accounts are established, the contractor shall develop a plan for the frequency of updates to these accounts. After AgSTAR establishes a review process, the contractor shall also manage the updates to

these social media accounts. The contractor is expected to be familiar with and adhere to all guidelines for EPA use of social media, including style guides.

#### **Subtask B: Monthly Newsletters**

In the past, AgSTAR developed quarterly newsletters, called the *AgSTAR Digest*, to share news about AD project openings, new reports or articles of interest, and funding opportunities with its stakeholders. These newsletters were published on the AgSTAR website and are available at: <http://epa.gov/agstar/news-events/digest/index.html>. In the future, AgSTAR plans to send similar news out to stakeholders monthly, via a regular email listserv message. EPA's Green Power Partnership Program Updates (<http://www.epa.gov/greenpower/newsroom/program-updates.htm>) provide an example of this type of newsletter.

Under this task order, the contractor shall develop, in collaboration with EPA, a format for the newsletter to identify recurring sections (e.g. new AD projects, news of interest, funding opportunities, partner spotlights, and events). EPA and the contractor shall agree on a monthly production schedule and the contractor shall draft the monthly newsletters. After incorporating any comments from EPA's review, the contractor shall provide a final copy to EPA for publication through a listserv message.

*Note: Actual listserv dissemination is covered under Contract EP-BPA-12-H-0029, Task Order EP-B14H-00051. This task order is limited to providing the content and any associated instructions for the updates.*

#### **Subtask C: Web Content Updates**

AgSTAR regularly updates its website to announce new articles and reports of interest, new AgSTAR resources and upcoming events that may be of interest to its stakeholders. Under this task order, the contractor shall provide regular content updates for the AgSTAR website (once or twice per month). The contractor shall suggest the content for these updates (obtained through such means as tracking EPA and national news alerts and related program newsletters and listservs), as well as incorporate any updates suggested by AgSTAR staff. The contractor shall work with EPA to determine a format for the submission of these regular updates.

*Note: Actual web programming is covered under Contract EP-BPA-12-H-0029, Task Order EP-B14H-00051. This task order is limited to providing the content and any associated instruction for the updates.*

Upon award of this task order, the contractor shall work with EPA to determine a monthly production and review schedule for the recurring activities under this task.

#### **Deliverables**

##### *Deliverable, Due Date*

Develop Monthly Production Schedule, Within 6 Weeks of Task Order Award  
Social Media Justification Support, Within 3 Weeks of Direction from EPA COR  
Monthly Communication Plans, Regular Delivery; as Determined Upon Award  
Monthly Newsletters, Regular Delivery; as Determined Upon Award  
Web Content Updates, Regular Updates; as Determined Upon Award

#### ***Task 3: Rewrite Existing Web Content***

As stated in the introduction, AgSTAR is transitioning its existing web content to meet EPA's latest guidelines and move the content into the Drupal web content management system. (I.e. The format of the redesigned AgSTAR website will be more similar to the format of the current EPA homepage.) Under an existing task order (Contract EP-BPA-12-H-0029, Task Order EP-B14H-00051). AgSTAR is reorganizing the current information, deleting unnecessary or outdated information, and developing the wireframes and navigation for the look of the redesigned site. For purposes of this task order, the redesigned site can be assumed to have approximately 15 major pages with approximately 25 sub-pages of information.

Under this task order, the contractor shall assist AgSTAR by rewriting the existing web content for the redesigned site. The rewritten content should follow EPA guidelines and best practices for communicating with stakeholders via the website. For example, the rewritten content should include short sentences or bulleted lists and action verbs instead of long paragraphs. The hyperlinks to existing documents should also be renamed, where necessary, to make clear the contents of the linked resource. Additionally, the contractor shall assist EPA in identifying metadata (keyword) suggestions for each of the new webpages, so that stakeholders quickly find relevant resources when performing web searches for related content.

AgSTAR would like to launch the redesigned website in January, so the existing content will need to be rewritten within two months of the launch of this task order. This will provide time for review by other EPA staff involved in communications and web content. The contractor shall work with AgSTAR staff and the contractor for Task Order EP-B14H-00051 (Tetra Tech, Inc.) to develop a schedule to rewrite the content within two weeks of the award of this task order.

*Note: Actual web programming is covered under Contract EP-BPA-12-H-0029, Task Order EP-B14H-00051. This task order is limited to providing the content, metadata and any associated instruction for the updates.*

**Deliverables***Deliverable, Due Date*

Schedule for Content Updates, Within Two Weeks of Task Order Award

Updated Content, As Designated in Content Update Schedule

*Task 4: Project Management*

This task shall provide for management and oversight of all activities being undertaken by this task order. EPA expects that the contractor shall keep track of the status of all ongoing activities and deliver them on time, without reminder from the EPA COR. The contractor shall inform the EPA COR of any issues or problems encountered during the month or anticipated in the upcoming month(s). Finally, the contractor shall provide a system, such as a web-based project site, to manage and provide version control of in-process deliverables, as well as maintain a calendar with timelines for each task, at a minimum. The contractor shall track budget by sub-task and provide a monthly summary to the EPA COR.

Additionally, the contractor shall describe their plan to simultaneously complete multiple subtasks and identify corrective actions that will be taken if deliverable deadlines are not met.

**Deliverables***Deliverable, Due Date*

Monthly Reports and Budget Summaries, By the 15<sup>th</sup> of Each Month





<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SYSTEMS RESEARCH AND APPLICATIONS CORPORATION 4300 FAIR LAKES COURT FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11)	
CODE (b)(4)		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-BFA-12-H-0030 EP-B14H-00223 10B. DATED (SEE ITEM 13) 09/25/2014	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

GSA Contract #: GS-23F-0038L


DUNS Number: (b)(4)

The purpose of this modification is to correct an error the stated period of performance and to assign new Contracting Officer Representatives (COR) for the management of this call order. The modification changes are as follows:

- 1) The correct period of performance for the subject call order is 09/25/2014 - 03/31/2016;
- 2) The new COR is Swarupa Ganguli, at ganguli.swarupa@epa.gov; &
- 3) The new Alternate COR is Kirsten Cappel, at cappel.kirsten@epa.gov.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/03/2015

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-BPA-12-H-0030/EP-B14H-00223/001

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>All Other terms and conditions remain unchanged. LIST OF CHANGES:</p> <p>Reason for Modification : Other Administrative Action</p> <p>Period Of Performance Start Date changed from 16-JUL-12 to 25-SEP-14</p> <p>Period Of Performance End Date changed from 16-JUL-17 to 31-MAR-16</p> <p>Contracting Officer changed from Margaret Kline to Jeffrey Martin</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 09/25/2014 to 03/31/2016</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SYSTEMS RESEARCH AND APPLICATIONS CORPORATION 4300 FAIR LAKES COURT FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 9C. DATED (SEE ITEM 11) 9D. DATED (SEE ITEM 11) 9E. DATED (SEE ITEM 11) 9F. DATED (SEE ITEM 11) 9G. DATED (SEE ITEM 11) 9H. DATED (SEE ITEM 11) 9I. DATED (SEE ITEM 11) 9J. DATED (SEE ITEM 11) 9K. DATED (SEE ITEM 11) 9L. DATED (SEE ITEM 11) 9M. DATED (SEE ITEM 11) 9N. DATED (SEE ITEM 11) 9O. DATED (SEE ITEM 11) 9P. DATED (SEE ITEM 11) 9Q. DATED (SEE ITEM 11) 9R. DATED (SEE ITEM 11) 9S. DATED (SEE ITEM 11) 9T. DATED (SEE ITEM 11) 9U. DATED (SEE ITEM 11) 9V. DATED (SEE ITEM 11) 9W. DATED (SEE ITEM 11) 9X. DATED (SEE ITEM 11) 9Y. DATED (SEE ITEM 11) 9Z. DATED (SEE ITEM 11) 9AA. DATED (SEE ITEM 11) 9AB. DATED (SEE ITEM 11) 9AC. 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11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.212-4

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

GSA Contract #: GS-23F-0038L

DUNS Number: (b)(4)

The purpose of this modification is the following:

To extend the Period of Performance (PoP) for six (6) months at no cost to the government.

The end date of the PoP is changed,

FROM: 3/31/2016

TO: 9/30/2016

All other terms and conditions remain the same.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Diane Tillison	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	03/29/2016

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-BPA-12-H-0030/EP-B14H-00223/002	2	2

NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>All Other terms and conditions remain unchanged.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification : Other Administrative Action</p> <p>Period Of Performance End Date changed from 31-MAR-16 to 30-SEP-16</p> <p>Buyer changed from Jeffrey Martin  to Diane Tillison</p> <p>Contracting Officer changed from Jeffrey Martin  to Diane Tillison</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 09/25/2014 to 09/30/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				12	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
003		See Block 16C		5. PROJECT NO. (If applicable)	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
HPOD				CODE	
US Environmental Protection Agency					
Ariel Rios Building					
1200 Pennsylvania Avenue, N. W.					
Mail Code: 3803R					
Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X)		9A. AMENDMENT OF SOLICITATION NO.	
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION					
4300 FAIR LAKES COURT				9B. DATED (SEE ITEM 11)	
FAIRFAX VA 220334232					
		X		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-BFA-12-H-0030	
				EP-B14H-00223	
				10B. DATED (SEE ITEM 13)	
CODE		(b)(4)		09/25/2014	
FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
GSA Contract #: GS-23F-0038L					
DUNS Number: (b)(4)					
LIST OF CHANGES:					
Reason for Modification: Other					
Administrative Action					
Buyer changed from Diane Tillison to Venus Weaver					
Contracting Officer changed from Diane Tillison to Rayna Brown					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
		Rayna Brown			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-BPA-12-H-0030/EP-B14H-00223/003PAGE OF  
2 2

NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Contracting Officer Representative changed from Swarupa Ganguli to Christopher Voell</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 09/25/2014 to 09/30/2016</p> <p>The purpose of this unilateral administrative modification is as follows:</p> <p>(1) To change Contracting Officer Representative (COR) responsibilities. The current COR Swarupa Ganguli will be replaced by Christopher Voell.</p> <p>(2) Kirsten Cappel will remain the existing Alternate COR.</p> <p>All other terms and conditions remains unchanged and in full force and effect.</p>				



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/26/2014		2. CONTRACT NO. (If any) EP-BPA-12-H-0030		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. EP-B14H-00224		4. REQUISITION/REFERENCE NO. PR-OAR-14-01871			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR SYSTEMS RESEARCH AND APPLICATIONS CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR:   Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 4300 FAIR LAKES COURT				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220334232		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE HPOD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/29/2014	
				16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS-23F-0038L DUNS Number: (b)(4) The total estimated cost for this task order entitled "Technical Services for the AgSTAR Program" is \$213,271 for 1,750 labor hours. Obligation of \$213,271 fully funds Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$213,271.00	17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

09/26/2014



ELECTRONIC SIGNATURE

23. NAME (Typed)

Margaret Kline

TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2014	CONTRACT NO. EP-BPA-12-H-0030	ORDER NO. EP-B14H-00224
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>this order through its completion date of 31 March 2016.</p> <p>Call Statement of Work: Technical Services for the AgSTAR Program</p> <p>I. BACKGROUND</p> <p>AgSTAR is a voluntary outreach program that encourages the implementation of anaerobic digestion (AD) projects in the livestock sector in order to reduce methane emissions and reduce the impact of climate change. AD projects can be cost-effective mitigation techniques and provide a number of co-benefits to the local communities where they are installed.</p> <p>AgSTAR is primarily an education and outreach program that compiles information relevant to livestock AD projects and synthesizes it for the main stakeholders - those who implement, enable, or purchase AD projects. Overall, the program's goal is to provide information that helps stakeholders evaluate the appropriateness of an AD project in a specific location, provide objective information on the benefits and risks of AD projects, and communicate the status of AD projects in the livestock sector. Besides communicating information to stakeholders through the website (<a href="http://www.epa.gov/agstar">www.epa.gov/agstar</a>) and at events,</p> <p>AgSTAR staff also participate in a number of broader AD initiatives within EPA, across the federal government, and with other public and private stakeholders. Within these initiatives, AgSTAR is responsible for representing the livestock AD sector, communicating unbiased information, and participating in activities that lead to an enabling or supportive environment for the implementation of livestock AD projects.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2014	CONTRACT NO. EP-BPA-12-H-0030	ORDER NO. EP-B14H-00224
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>II. OBJECTIVES</p> <p>The objective of this task order is develop new information and update the existing information that AgSTAR provides to its stakeholders. Additionally, this task order will also support AgSTAR's efforts to provide information for broader anaerobic digestion initiatives.</p> <p>III. SPECIFIC TASKS</p> <p>Task 1: Develop New Technical Content As the AgSTAR program expands to reach a greater number of stakeholders (through improved outreach and communication efforts) and a greater number of Partners (through the AgSTAR Partner Program), it is important that the program routinely provides new information to aid stakeholders in the evaluation and implementation of AD projects. Under this task, the contractor will compile existing information and research relevant to AD projects, evaluate the information and synthesize it for communication to AgSTAR stakeholders.</p> <p>It is anticipated that one major project will be undertaken each quarter. The final deliverable may take different forms (e.g. report, presentation, graphic), depending on the subject matter and relevant stakeholders. The first project will analyze the existing research related to air and water emission impacts from anaerobic digesters (especially with regards to the emission of different forms of nitrogen from anaerobic digesters versus traditional manure/wastewater/organics management methods). Subsequent projects may involve topics such as the safety record of AD projects in the livestock Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/26/2014

EP-BPA-12-H-0030

EP-B14H-00224

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>sector, existing incentives related to biogas use in the transportation sector (such as fleet conversion programs), a guide for utilities to establish voluntary programs for consumers to support renewable energy production from livestock biogas sources, information related to investment in biogas systems for financiers and corporations, an expanded/updated version of AgSTAR's AD 101 content (<a href="http://epa.gov/agstar/anaerobic/ad101/index.html">http://epa.gov/agstar/anaerobic/ad101/index.html</a>), or other projects. The contractor and EPA COR will evaluate potential projects each quarter (or at another interval, as needed) to determine the current priorities and timeline for development of the chosen project.</p> <p>Deliverables Deliverable, Due Date Project Timelines, Quarterly Project Deliverables, As Designated in the Project Timelines</p> <p>Task 2: Develop New Experiential Content AgSTAR has received a great deal of favorable feedback on its existing information profiling AD projects and the experiences of those who implement AD projects (such as the content available at: <a href="http://epa.gov/agstar/projects/profiles.html">http://epa.gov/agstar/projects/profiles.html</a>). Since releasing the profile of the "dormant" Fosters Brothers digester that discusses the experience of the operator and lessons learned from the project, available at: <a href="http://epa.gov/agstar/projects/profiles.html#dormant">http://epa.gov/agstar/projects/profiles.html#dormant</a>, AgSTAR has received a number of requests to provide additional profiles of projects that are not currently operational. Additionally, AgSTAR routinely receives requests for YouTube videos and other resources that show or demonstrate what AD projects look like and how they work.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2014	CONTRACT NO. EP-BPA-12-H-0030	ORDER NO. EP-B14H-00224
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Through this task, the contractor will develop and/or compile additional content for the AgSTAR website that conveys similar "experiential" content related to AD projects processing livestock manure. It is anticipated that approximately one project will be completed each month. The final deliverable will vary for each project, depending on the content and relevant stakeholders, but could take the form of additional project profiles; a compilation of existing YouTube videos; a collection of quotations related to the experience of AD operators, neighbors of AD projects and community members; a picture gallery; interactive presentations; or other formats. The contractor and EPA COR will develop a schedule for the evaluation of the monthly project content based on current priorities and trends. Additionally, a timeline shall be developed at the outset of each project that lists key milestones and deadlines for the compilation/development, review and publication of each project.</p> <p>Deliverables Deliverable, Due Date Overall Project Evaluation Schedule, Within 3 Weeks of Task Order Award Project Timelines, Monthly Project Deliverables, As Designated in the Project Timelines</p> <p>Task 3: Support AD Initiatives As mentioned in the background, AgSTAR participates in a number of initiatives focused on anaerobic digestion across multiple sectors (generally the agriculture, wastewater and organic waste sectors) to represent the livestock AD sector and collaborate on the reduction of barriers facing AD projects. Due to the similarities in technology and biogas use across these sectors, as well as the Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2014	CONTRACT NO. EP-BPA-12-H-0030	ORDER NO. EP-B14H-00224
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>increasing trend to digest feedstocks from multiple sectors at a single site, AgSTAR can leverage the work of these initiatives to further its own goals. Many of these initiatives received broader attention with the recent release of the Biogas Opportunities Roadmap: Voluntary Actions to Reduce Methane Emissions and Increase Energy Independence (available at: <a href="http://epa.gov/agstar/anaerobic/fact.html">http://epa.gov/agstar/anaerobic/fact.html</a>). Through the existing workgroups and yet-to-be-created Biogas Opportunities Roadmap Working Group, AgSTAR anticipates that it will be supporting many different activities related to the biogas sector.</p> <p>Through this task, the contractor will provide support for some of these activities. Each activity will differ, but likely projects include revising existing "Frequently Asked Questions" for different stakeholder groups; compiling information on current definitions/guidelines/standards related to the use of the effluent from AD systems (digestate) or similar products like compost; compiling information related to the permitting and regulations applicable to AD systems with multiple feedstocks; and developing tools such as suggested questions when interviewing AD operators or writing profiles of AD systems. It is anticipated that there will be a new project every one to two months and that each of the projects should be completed within that timeframe. The deliverables from these projects will likely be white papers or memos that will be used to inform/submit to a broader workgroup (as opposed to formatted fact sheets) since they will not be solely AgSTAR-branded products. The contractor and EPA COR will discuss each project to determine the scope and target stakeholders, as well as develop a timeline for project milestones.</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO

7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
09/26/2014	EP-BPA-12-H-0030	EP-B14H-00224

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Deliverables</p> <p>Deliverable, Due Date</p> <p>Project Timeline, Within One Week of</p> <p>Technical Direction from EPA COR</p> <p>Project Deliverables, As Designated Project</p> <p>Timeline</p> <p>Task 4: Project Management</p> <p>This task shall provide for management and oversight of all activities being undertaken by this task order. EPA expects that the contractor shall keep track of the status of all ongoing activities and deliver them on time, without reminder from the EPA COR. The contractor shall inform the EPA COR of any issues or problems encountered during the month or anticipated in the upcoming month(s). Finally, the contractor shall provide a system, such as a web-based project site, to manage and provide version control of in-process deliverables, as well as maintain a calendar with timelines for each task, at a minimum. The contractor shall track budget by sub-task and provide a monthly summary to the EPA COR.</p> <p>Additionally, the contractor shall describe their plan to simultaneously complete multiple tasks and identify corrective actions that will be taken if deliverable deadlines are not met.</p> <p>Deliverables</p> <p>Deliverable, Due Date</p> <p>Monthly Reports and Budget Summaries, By the 15th of Each Month</p> <p>COR: Allison Costa 202-343-9468</p> <p>Alt: Kurt Roos</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

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**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09/26/2014	CONTRACT NO. EP-BPA-12-H-0030	ORDER NO. EP-B14H-00224
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 07/16/2012 to 07/16/2017</p> <p>New task order ceiling and funding</p> <p>Accounting Info: 14-15-B-58F4-101A46-2505-1458FC4865-00 1 BFY: 14 EFY: 15 Fund: B Budget Org: 58F4 Program (PRC): 101A46 Budget (BOC): 2505 DCN - Line ID: 1458FC4865-001 Funding Flag: Complete Funded: \$213,271.00</p> <p>The obligated amount of award: \$213,271.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6)	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SYSTEMS RESEARCH AND APPLICATIONS CORPORATION 4300 FAIR LAKES COURT FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-BFA-12-H-0030 EP-B14H-00224 10B. DATED (SEE ITEM 13) 09/26/2014	
CODE (b)(4)		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

GSA Contract #: GS-23F-0038L


DUNS Number: (b)(4)

The purpose of this modification is to correct an error the stated period of performance and to assign new Contracting Officer Representatives (COR) for the management of this call order. The modification changes are as follows:

- 1) The correct period of performance for the subject call order is 09/24/2014 - 03/31/2016;
- 2) The new COR is Swarupa Ganguli, at ganguli.swarupa@epa.gov; &
- 3) The new Alternate COR is Kirsten Cappel, at cappel.kirsten@epa.gov.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey Martin	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 12/03/2015

## CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
EP-BPA-12-H-0030/EP-B14H-00224/001PAGE OF  
2 2

NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>All other terms and conditions remain unchanged. LIST OF CHANGES: Reason for Modification : Other Administrative Action Period Of Performance Start Date changed from 16-JUL-12 to 26-SEP-14 Period Of Performance End Date changed from 16-JUL-17 to 31-MAR-16</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive <a href="http://www2.epa.gov/financial/contracts">www2.epa.gov/financial/contracts</a> Durham NC 27711 Period of Performance: 09/26/2014 to 03/31/2016</p>				

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SYSTEMS RESEARCH AND APPLICATIONS CORPORATION 4300 FAIR LAKES COURT FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 9C. DATED (SEE ITEM 11) 9D. DATED (SEE ITEM 11) 9E. DATED (SEE ITEM 11) 9F. DATED (SEE ITEM 11) 9G. DATED (SEE ITEM 11) 9H. DATED (SEE ITEM 11) 9I. DATED (SEE ITEM 11) 9J. DATED (SEE ITEM 11) 9K. DATED (SEE ITEM 11) 9L. DATED (SEE ITEM 11) 9M. DATED (SEE ITEM 11) 9N. DATED (SEE ITEM 11) 9O. DATED (SEE ITEM 11) 9P. DATED (SEE ITEM 11) 9Q. DATED (SEE ITEM 11) 9R. DATED (SEE ITEM 11) 9S. DATED (SEE ITEM 11) 9T. DATED (SEE ITEM 11) 9U. DATED (SEE ITEM 11) 9V. DATED (SEE ITEM 11) 9W. DATED (SEE ITEM 11) 9X. DATED (SEE ITEM 11) 9Y. DATED (SEE ITEM 11) 9Z. DATED (SEE ITEM 11) 9AA. DATED (SEE ITEM 11) 9AB. DATED (SEE ITEM 11) 9AC. 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11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.212-4

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

GSA Contract #: GS-23F-0038L

DUNS Number: (b)(4)

The purpose of this modification is the following:

To extend the Period of Performance (PoP) for six (6) months at no cost to the government.

The end date of the PoP is changed,

FROM: 3/31/2016

TO: 9/30/2016

All other terms and conditions remain unchanged.

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Diane Tillison	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 03/29/2016

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-BPA-12-H-0030/EP-B14H-00224/002	2	2

NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Reason for Modification : Other Administrative Action</p> <p>Period Of Performance End Date changed from 31-MAR-16 to 30-SEP-16</p> <p>Buyer changed from Jeffrey Martin  to Diane Tillison</p> <p>Contracting Officer changed from Jeffrey Martin  to Diane Tillison</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 09/26/2014 to 09/30/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				12	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.	
003		See Block 16C		5. PROJECT NO. (If applicable)	
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)	
HPOD				CODE	
US Environmental Protection Agency					
Ariel Rios Building					
1200 Pennsylvania Avenue, N. W.					
Mail Code: 3803R					
Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X)		9A. AMENDMENT OF SOLICITATION NO.	
SYSTEMS RESEARCH AND APPLICATIONS CORPORATION					
4300 FAIR LAKES COURT				9B. DATED (SEE ITEM 11)	
FAIRFAX VA 220334232					
CODE		(b)(4)		FACILITY CODE	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				EP-BFA-12-H-0030	
				EP-B14H-00224	
				10B. DATED (SEE ITEM 13)	
				09/26/2014	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
See Schedule					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
GSA Contract #: GS-23F-0038L					
DUNS Number: (b)(4)					
LIST OF CHANGES:					
Buyer changed from Diane Tillison to Venus Weaver					
Contracting Officer changed from Diane Tillison to Rayna Brown					
Contracting Officer Representative changed from Swarupa Ganguli to Christopher Voell					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
		Rayna Brown			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	

<b>CONTINUATION SHEET</b>	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-BPA-12-H-0030/EP-B14H-00224/003	2	2

NAME OF OFFEROR OR CONTRACTOR

SYSTEMS RESEARCH AND APPLICATIONS CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Payment:</p> <p>RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 09/26/2014 to 09/30/2016</p> <p>The purpose of this unilateral administrative modification is as follows:</p> <p>(1) To change Contracting Officer Representative (COR) responsibilities. The current COR Swarupa Ganguli will be replaced by Christopher Voell.</p> <p>(2) Kirsten Cappel will remail the existing Alternate COR.</p> <p>All other terms and conditions remains unchanged and in full force and effect.</p>				